INTRODUCTION

Congratulations on choosing the Neopost IJ80/90/110 mailing machine. The IJ80/90/110 is the result of the expertise and innovative capabilities of a worldwide Neopost group and, using ink jet technology, it will integrate into your working environment to enhance your mail processing operation.

The IJ80/90/110 has many capabilities that will be important to your business:
As well as being **productive** (up to 250 letters per minute for machine only, and up to 125 letters per minute in dynamic scale mode), the IJ80/90/110 is designed to be a **user friendly** machine that can fit into any working environment with its innovative and attractive design, simple user settings and very low noise level. The high volume capacity and sealed inkink system makes it easy and safe to handle, and the user interface is particularly clear with a graphic interface, pop up menus and 10 memories to store favorite jobs.

The IJ80/90/110 is **adaptable** and as such can handle many different types of mail. The optional feeder can be used to process, in a continuous cycle, items of different sizes (ranging from postcards to large flats in portrait format) and thick items (up to 5/8 inch), with automatic imprint shift. For thicker mail items or packages, adhesive labels can be automatically dispensed..

The IJ80/90/110 is **connectable**. It can exchange data with Neopost scales printers and PC's in order to provide optimal mail processing and reporting.

Finally, the IJ80/90/110 is a unique **communication** tool for your company. Its high quality printing combined with its integrated library of advertisement messages, mail class dies and free format text will afford you extra tools to enhance your company's image and the impact of your mail.

You will very soon discover for yourself that the IJ80/90/110 is the ultimate in quality and productivity for mail processing equipment.

WARNING!

Do not remove any secured covers or attempt to repair the IJ80/90/110, there are no user serviceable parts contained and the IJ80/90/110 product is licensed for use under the conditions of the Post Office. This license is issued subject to the product being secure at all times. Any removal of covers or dis-assembly of the product will result in the license being revoked and may result in the Post Office requesting Neopost to remove the product from use.

The inking system used within the IJ80/90/110 contains Post Office approved ink. This cartridge should not be tampered with in any way or the use of non approved inks be attempted. This will breach any Post Office licence agreement on the product and may result in the Post Office requesting Neopost to remove the product from use.

FCC COMPLIANCE STATEMENT

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interferences to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interferences at his own expense.
The internal modem of this equipment complies with Part 68 of the FCC rules.

INSTALLATION

The power plug on this equipment is intended to serve as the device for isolation of the electrical supply. The equipment should be installed in close proximity to easily accessible electrical outlet and telephone wall connector.

TABLE OF CONTENTS

3

8

GETTING STARTED

1 Switch on the machine;

2 Enter your PIN number using the numeric keys and validate by pressing ⌷ OK ⌷ (see "Specifications" for initial access code);

3 Enter the postage print value using the numeric keys;

4 Place an envelope on the feed platform;

5 Press START STOP .

Congratulations! You have succeeded in metering an envelope.

Special icons

Signals an essential piece of information that cannot be missed.

Signals an important issue.

Indicates an interesting idea or trick

Illustration through an example

According to the machine configuration, the menu lists may change.

SECTION A: BASIC FUNCTIONS

12

1. OVERALL PRESENTATION

1.1 Overview

1.1.1 Overall view (mailing machine and optional standard automatic feeder)

accessories and documentation area

pre-cut label dispenser

ON/OFF switch (rear)

modem connector (rear)

memory card reader

cover

cover

removable rear guide

adjustable side guide

front guide

conveyor

tactile graphic screen

table

keyboard

feed platform

autofeed sealer

mailing machine
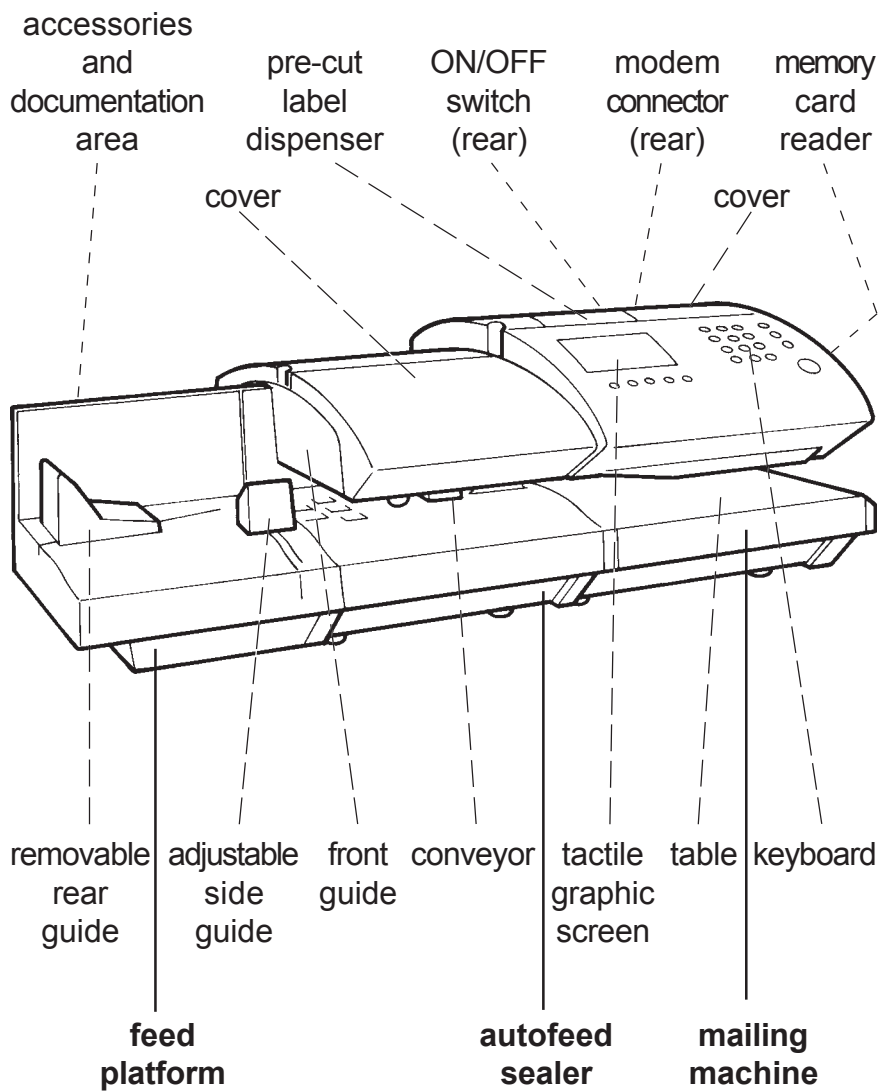
1.1.2 Overall inside view with optional standard automatic feeder

removable
water bottle

blue button for
conveyor release
device

ink
tank

printhead

postage
meter

thickness adjustment
2 positions blue button:

label dispenser flap

- ↕ A (left) : up to 3/8 inch

- ↕ B (right) : from 3/8 to 5/8 inch without the dynamic scale and

from 3/8 to 1/2 inch with the dynamic scale
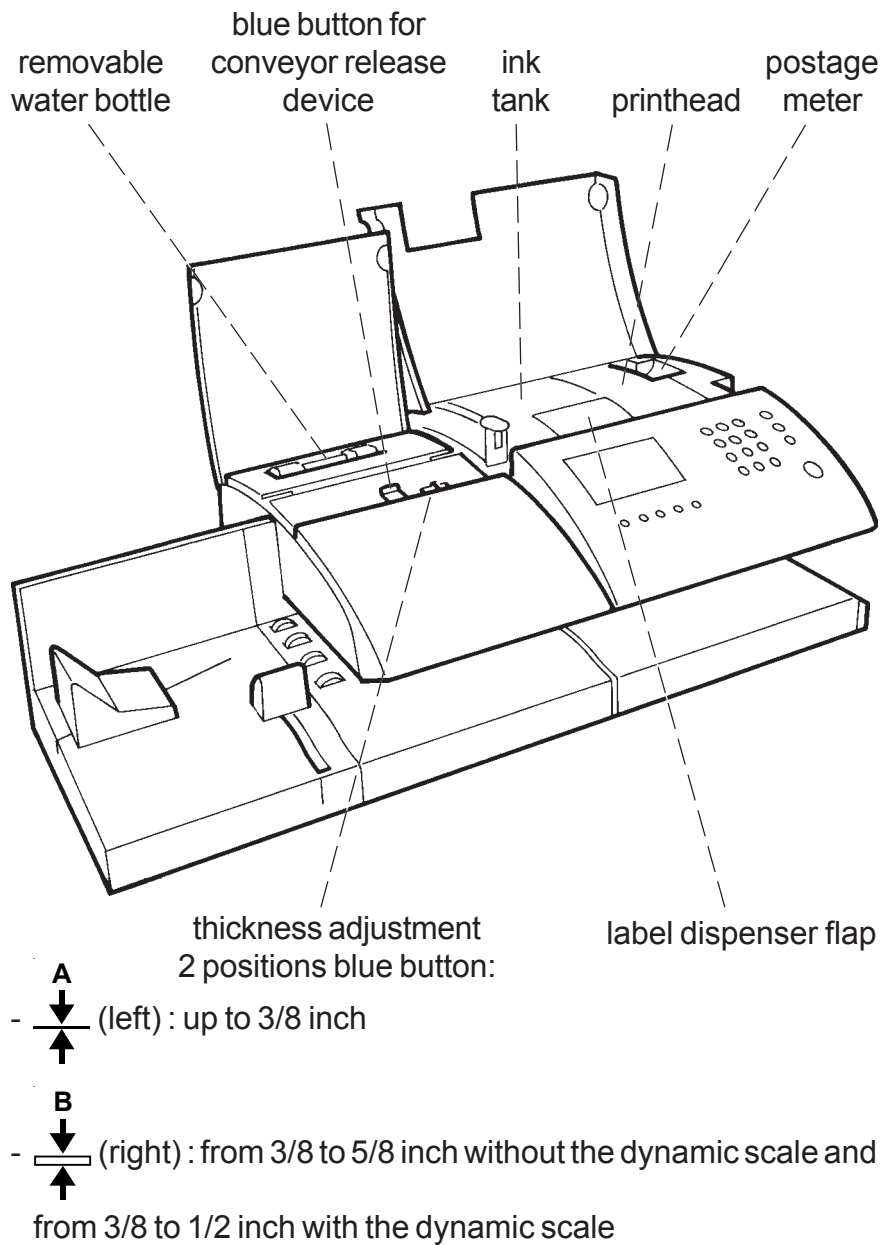
14 Overall presentation

1.1.3   Mixed-mail feeder (optional)

tightening knob

water bottle

anti-skew levers

sensor

cover

large envelope side guide

front guide

small and medium envelope side guide

conveyor

cover release handle
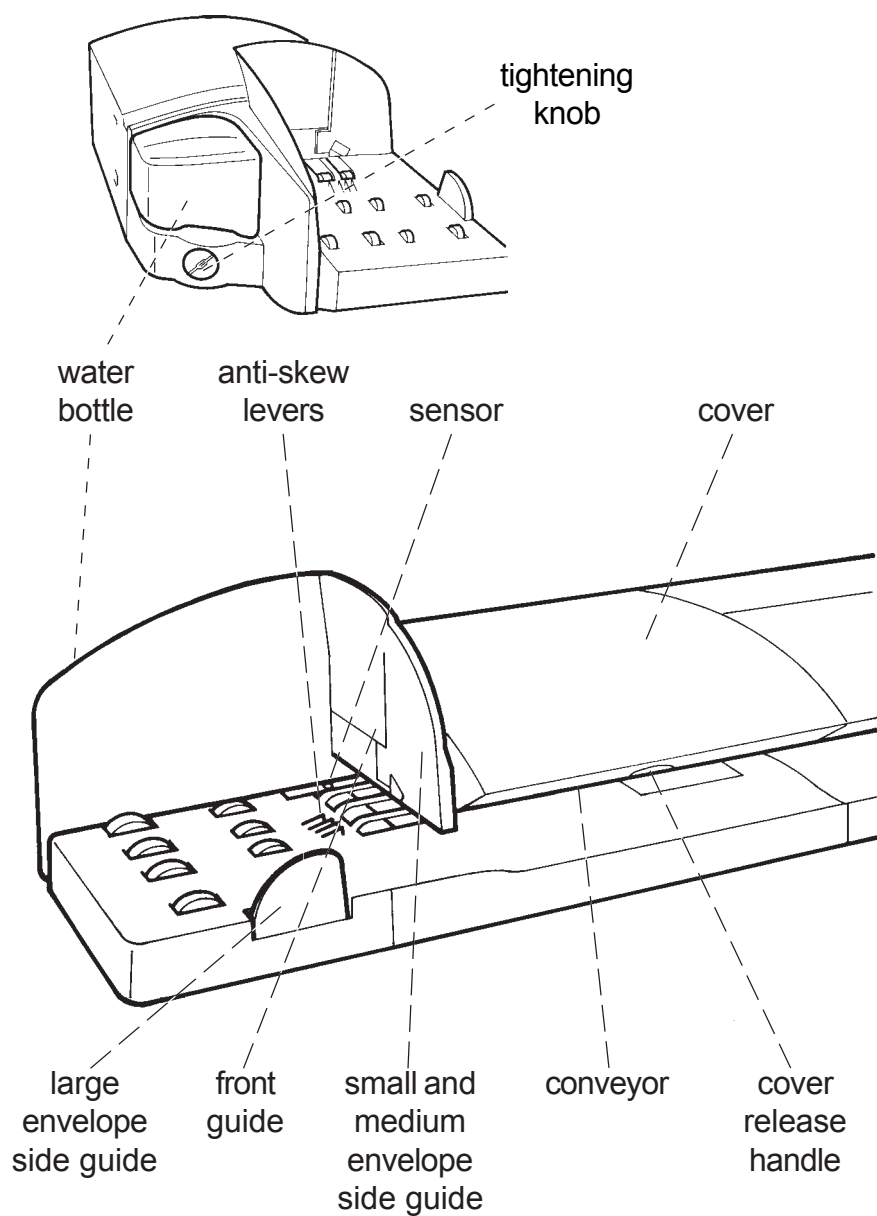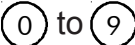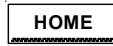
1.1.4 Tactile screen and keyboard

to select
RTD or
precut label

dynamic
scale

to select
sealing

postage
value

user
definable
parameter

mail
class
die

warning
message

text   advertisement

date

TEXT	AD DIE	MAIL D	
ABC 1	🖥 1	♟ 3	**00.00** ⁰
RTD	SCALE	SEALER	LOW POSTAGE
🖨	🔋	⸪	XX/XX/XXXX

RATE	▤◀ = 2	DEPT	INFO
RATE 1			TOI XXXXXX
DEPT 1 MARKETING			BTO XXXXX
WGH 0 LB 0.3 OZ			

MENU	**JOBS**	**LOGIN**

menu selection keys,
or
tactile keys on the screen

16 Overall presentation

🔒 : locking and standby mode

RESET : return to main menu with default settings

▭ : label mode selection

C : input value reset (including postage)

START STOP : switching on/off envelope or label feed

(0) to (9) : numeric entry keys

OK or [OK] : validating a selection

[ESCAPE] : return to previous menu with no validation

[HOME] : return to main menu with no validation (except timeout)

[LOGIN] : access to Supervisor mode every time

[LOGOUT] : return to User mode

⌄ : indicates that there are other choices settable in the next page

⌄ : indicates that there are other choices settable in the next and previous pages

⌃ : indicates that there are other choices settable in the previous page

1.2   Installation

1.2.1   Preparation of the mailing machine

The mailing machine should be installed on a flat horizontal surface.
Allow sufficient free space as follows:
- above the machine to enable the opening of the covers
- at the rear for the machine cooling.

With the O/I switch in the " **O** " (OFF) position, connect the power cord to the rear of the machine and to an 110V AC electrical outlet.

Insert one end the telephone cable into the modem connector at the rear of the machine and the other to an analog telephone wall jack for Postage-On-Call® resetting connection.

! *For security purposes, please ensure that all the items are correctly assembled prior to switch on the configuration.*

1.2.2   Installation with the feed platform

Assemble the feed platform with the mailing machine.
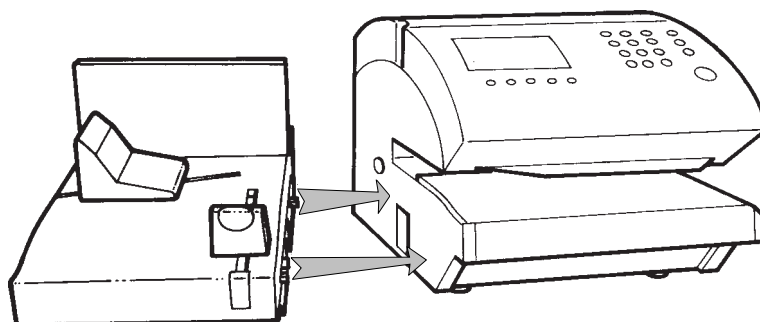
Prior to moving the whole machine, you must separate the mailing machine from the feed platform.

18   Overall presentation

1.2.3 Installation of the standard automatic feeder (optional: available on IJ80 only)

- Align the feeder with the mailing machine;
- Push the feeder towards the machine, taking care to keep the centering pin aligned as indicated;
- Thread the feeder screw in the mailing machine. Then, using the knurled tightening knob, push and screw to lock (if the two devices are not closing properly, slightly rotate the gear protruding from the feeder and repeat the operation).

tightening knob
(on the side)   centering pin

(gear)
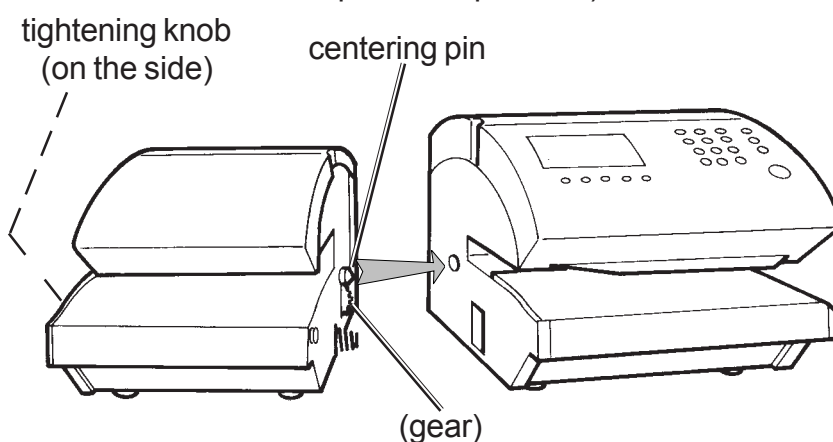
- Assemble the feed platform with the feeder as indicated.
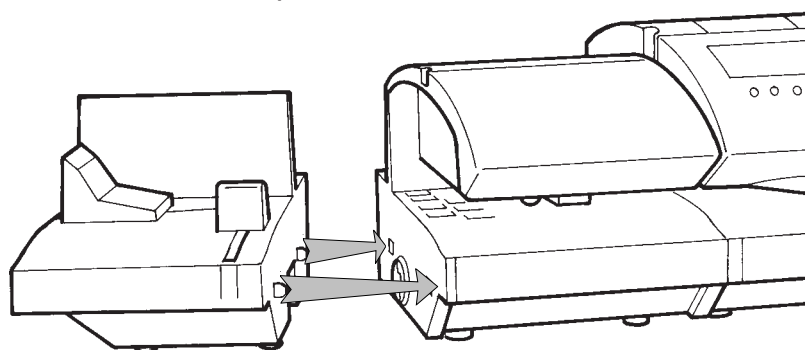
☞ *Prior to moving the whole machine, the mailing machine, the feeder and the platform must be separated.*

1.2.4 Installation of the mixed-mail feeder (optional)

! *The mixed-mail feeder operates with an optical sensor next to the feed platform. Thus, it should not be installed in an area exposed to any excessive light source.*

- Align as much as possible the feeder with the mailing machine;
- Push the feeder towards the mailing machine (or the dynamic scale), taking care to keep the alignment using the centering pin;
- Insert the feeder screw into the mailing machine (or the dynamic scale), then using the knob, tighten while pressing the screw to lock it (if the units are not properly brought close together, gently turn the gear protruding from the feeder and repeat the procedure):

tightening knob (on the side)   centering pin

(gear)

20 Overall presentation
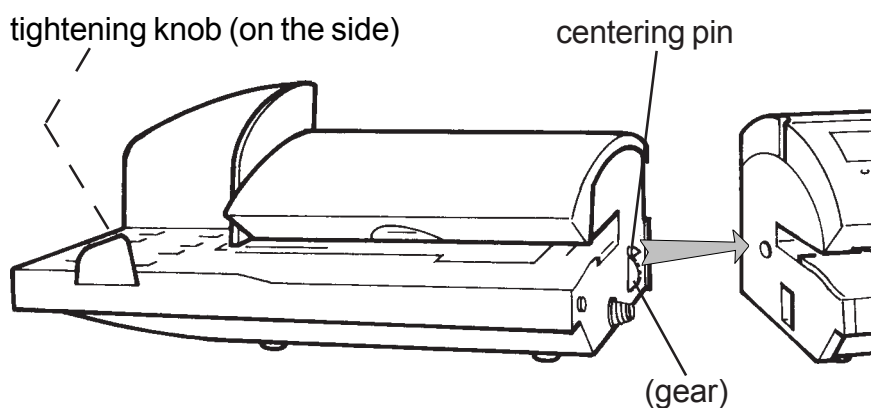
☞ *When the whole assembly needs to be moved, the units should be separated:*
- Separate the units;
- Disconnect the cables at the rear;
- Remove the feeder water bottle;
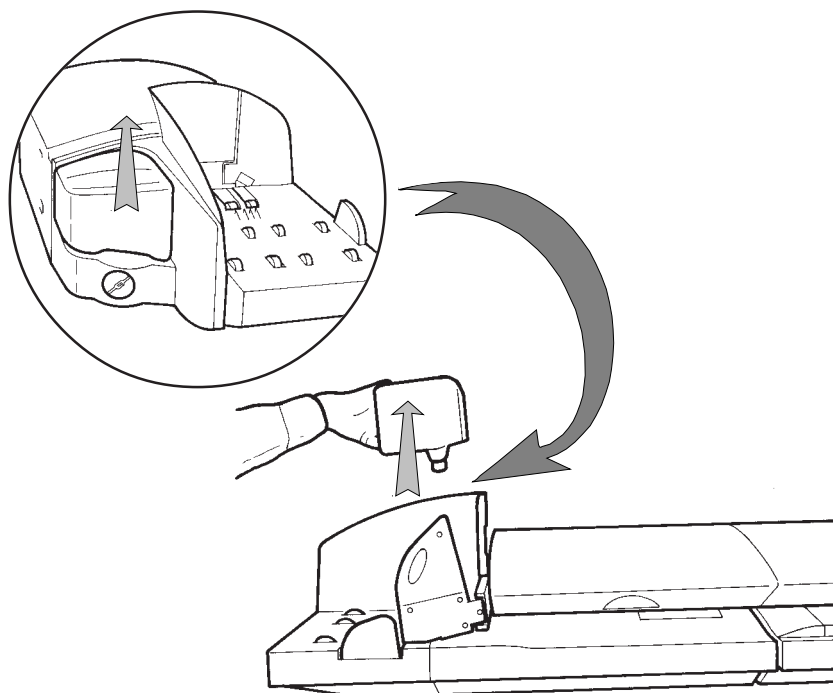
- Move the feeder to the edge of the table;

Cont'd ⟩⟩
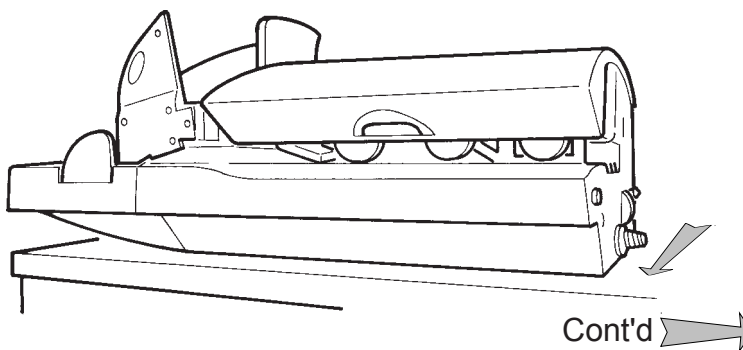
- take the pipe under the unit and remove the plug (hold the pipe upwards so as not to get wet);
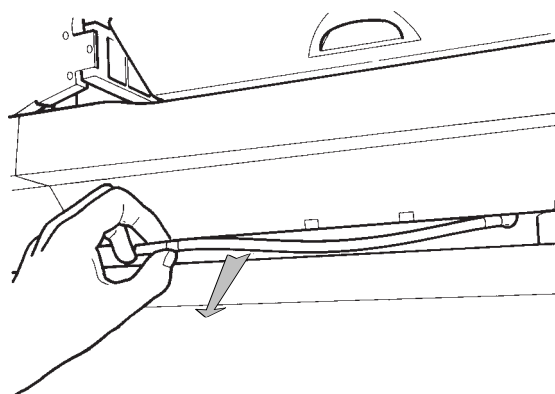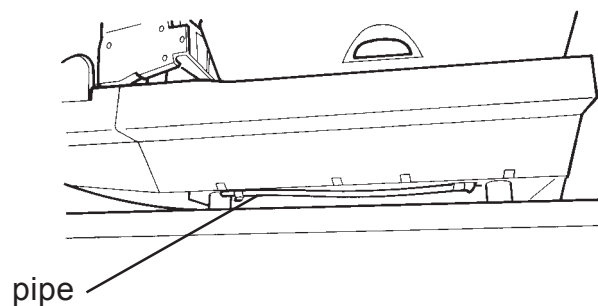
pipe

- empty the water remaining the feeder;
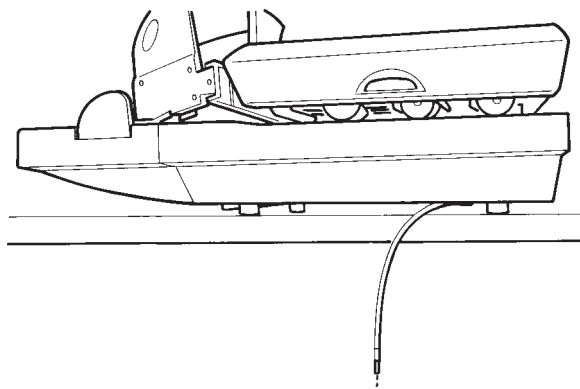
- insert the plug and put the pipe back in its place.

1.2.5 Installation of the dynamic scale (optional)

! *The equipment including a dynamic scale (the whole system representing approximately 120 lbs) requires the use of a steady and rigid table, in order to prevent any weighing problem. Be sure not to install the machine in an area exposed to the sunlight or to excessive air currents.*

- Align the dynamic scale with the mailing machine;
- Push the dynamic scale towards the machine, taking care to keep the centering pin aligned as indicated;
- Thread the dynamic scale screw in the mailing machine. Then, using the knurled tightening knob, push and screw to lock (if the two devices are not closing properly, slightly rotate the gear protruding from the dynamic scale and repeat the operation).

tightening knob
(on the side)   centering pin

(gear)
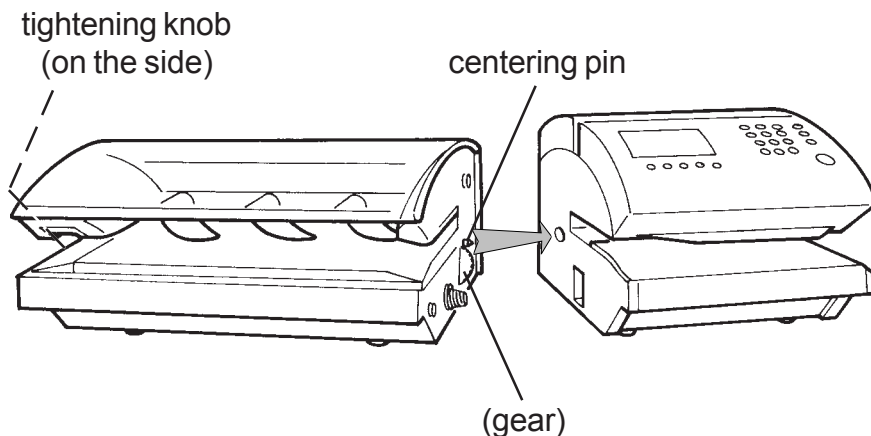
- Align the feeder with the dynamic scale;
- Push the feeder towards the dynamic scale, taking care to keep the centering pin aligned as indicated;
- Thread the feeder screw in the dynamic scale. Then, using the knurled tightening knob, push and screw to lock (if the two devices are not closing properly, slightly rotate the gear protruding from the feeder and repeat the operation).

tightening knob
(on the side)   centering pin

(gear)
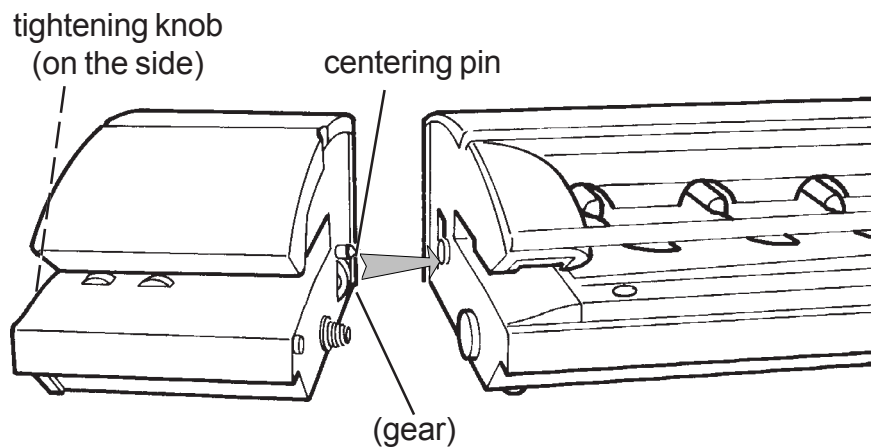
- Assemble the feed platform with the feeder as indicated:
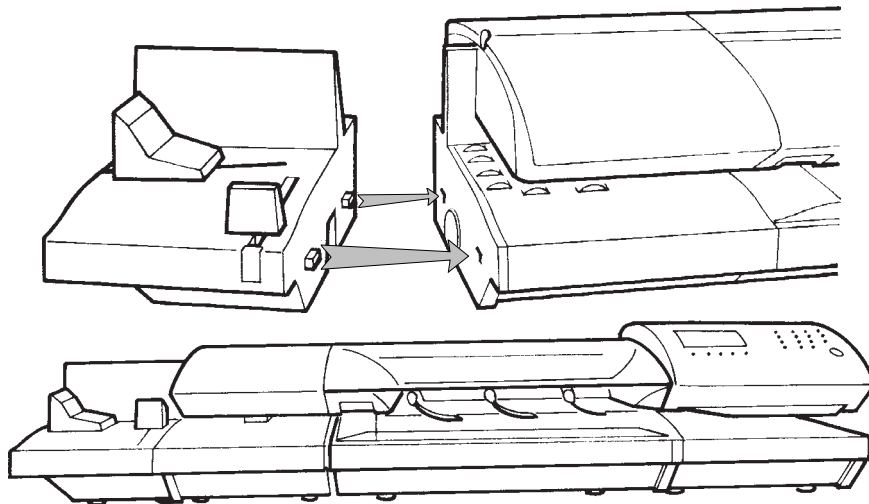
Whole configuration

☞ ***When the whole system needs to be shifted manually, the mailing machine, the dynamic scale, the feeder and the platform should be separated from one another.***

! ***When the machine is to be moved using any mechanical equipment, please, contact the customer service.***

24 Overall presentation

! *Do not apply pressure on the dynamic scale tray.*
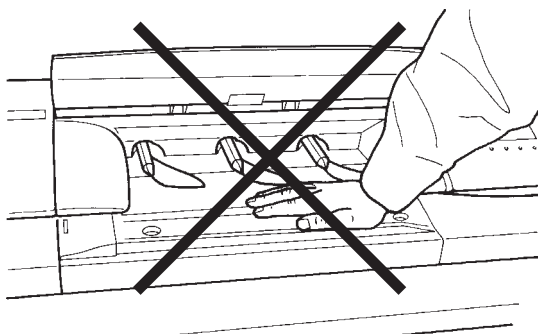
1.2.6   Connections at the rear of the units

Connections at the rear of the mailing machine

Modem

Printer

Port 2:
- PC
- RTD
- Scanner
- Scale
- Weighing Platform

Port 4:
- PC
- RTD (Roll tape dispenser)
- Scanner
- Scale
- Weighing Platform

Port 3:
- PC
- Scanner
- Scale
- Weighing Platform

Port 1:
- PC
- Scanner
- Scale
- Weighing Platform

Feeder, dynamic scale,or terminator

be sure to install the black terminator plug on the feeder connector when the feeder or the dynamic scale is not used .

! *A connection error may generate a failure.*

Connections with a standard automatic feeder

The feeder will automatically be switched on at the same time as the mailing machine.

Feeder
connection
cable

AC power outlet
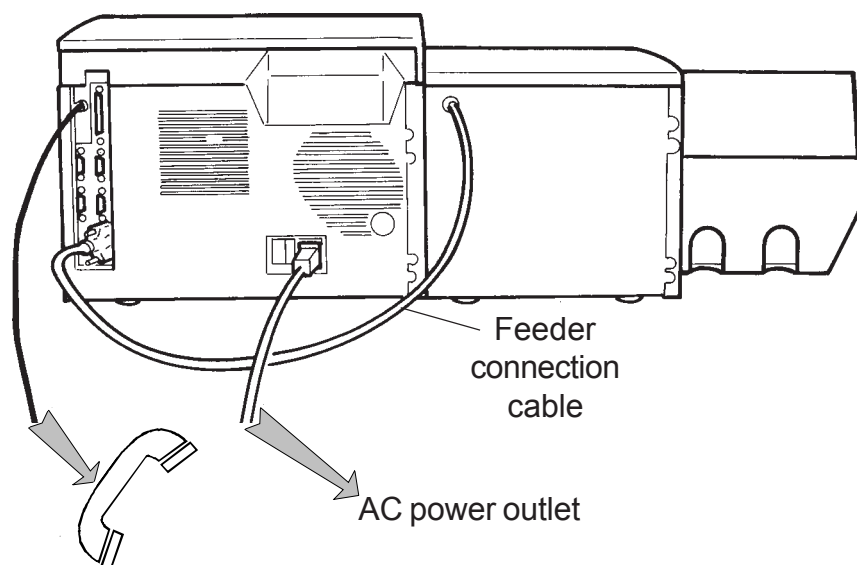
Connections with a standard automatic feeder and a dynamic scale

The feeder and the dynamic scale will automatically be switched on at the same time as the mailing machine.

AC power outlet
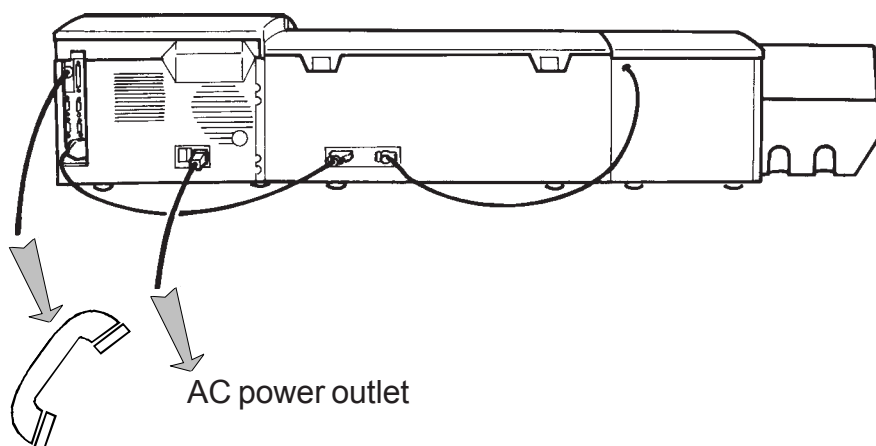
Connections with a mixed-mail feeder
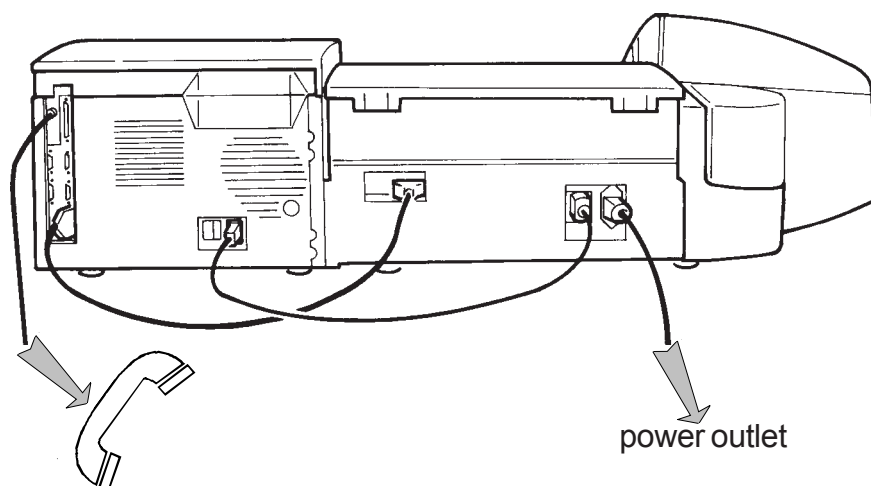
power outlet

! *The mixed-mail feeder remains energized (when connected to the power outlet) even if the mailing machine is turned off.*

Connections with a mixed-mail feeder and a dynamic scale

The dynamic scale will automatically be switched on at the same time as the mailing machine.

power outlet
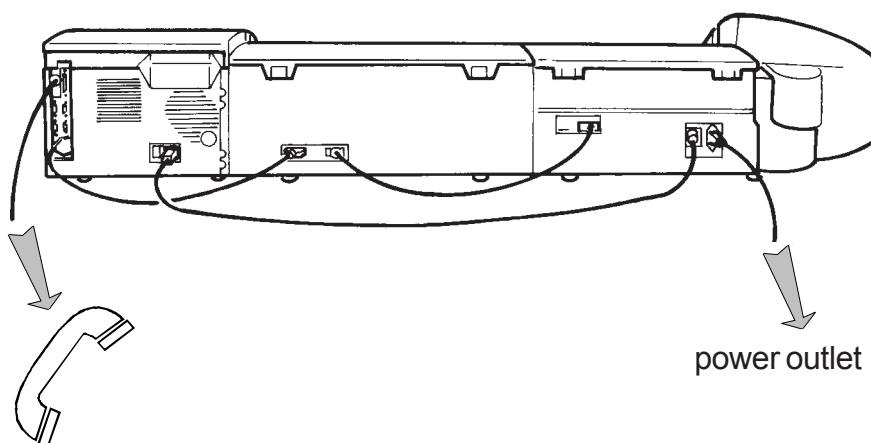
1.2.7 Ink tank and printhead

- When the message "ink low" is displayed, it is possible to continue to print;
- When the message "ink very low" is displayed, it is possible to continue to print, but it is strongly recommended to replace the ink tank;
- When the message "ink out" appears, there is no more possibility to print.

INK TANK REPLACEMENT (IJ90/110)

- Open the top cover and lift up the blue lever;
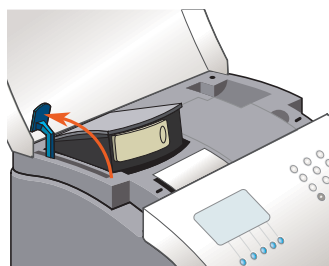
- Press on the front of the ink cartridge **(1)**, then on the right hand side **(2)** in order to remove it;

- Remove it;

28 Overall presentation
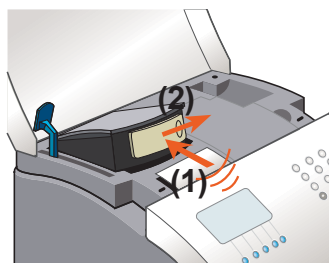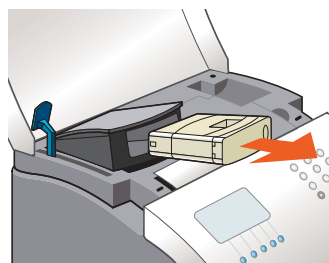
- Insert the new ink cartridge;
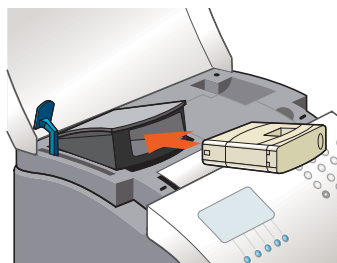
- Press on the front of the ink cartridge **(1)**, then on the left hand side **(2)** in order to lock it;
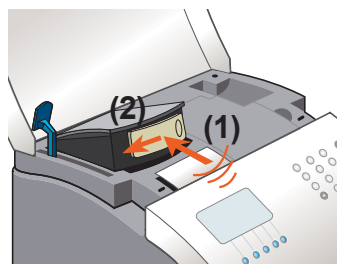
- Low down the blue lever and close the top cover;
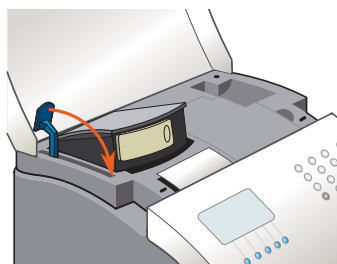
PRINTHEAD REPLACEMENT (IJ80/90/110)

☞   *The machine must be switched on.*

- Open the top cover and printhead cover: the printhead will move to the "replacement" position;
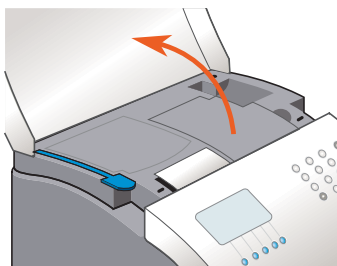
Overall presentation   *29*

- Press on the front of the printhead in order to remove it;
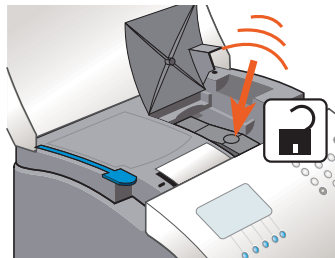
- Remove it;
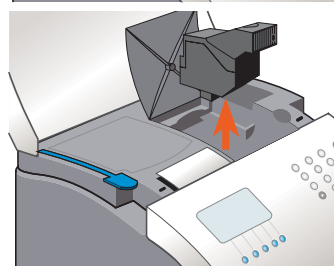
- Insert the new printhead;
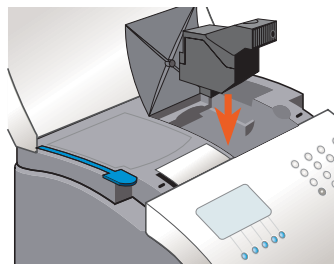
- Lock it in position by pinching the rear of the printhead;
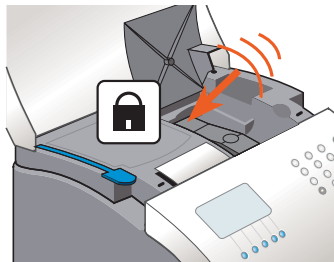
- Close the printhead cover and top cover (the printhead is automatically reset in the "protection" position).
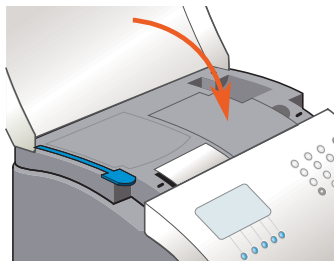
30 Overall presentation

1.2.8 Installation of the Weighing Platform

INSTALLATION ON SERIAL PORTS

The abbreviation WP will stand for Weighing Platform. WP supported are WP30 and "Easyweigh range" Weighing Platform. Port configuration: a Weighing platform can be connected on all serial ports.

LICENCE NUMBER

"**WP Setup**" screen is accessible on Supervisor mode, to allow entering the Licence Numbers.
Those ones allow the settings of the standard Normal mode (AN1 code) and/or Differential weighing Mode (AN2 code): authorization, status and settings for the maximum value capacity.

- Go in supervisor Mode by pressing | LOGIN | softkey (enter the supervisor pin code to validate).
- Select | MENU |:

```
┌─────────────────────────────────────────────┐
│ ┌──── MENU ─────┐                    SUP      │
│ ├───────────────┘                             │
│ │1     USER SETUP                  ┌───────┐  │
│ │2     SUPERVISEUR SETUP           │   ▲   │  │
│ │3     DEPARTMENT                  └───────┘  │
│ │4     POSTAL SERVICES                        │
│ │5     ONLINE SERVICES                        │
│ │6     REPORTS                     ┌───────┐  │
│ │7     E-CONFIRMATION RECORD LIST  │   ▼   │  │
│ │                              ⅀   └───────┘  │
│ ┌──────┐ ┌──────┐ ┌──────┐       ┌───────┐  │
│ │ HOME │ │LOGOUT│ │ CLEAN│       │  OK   │  │
│ └──────┘ └──────┘ └──────┘       └───────┘  │
└─────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────┐
│  ┌──────────┐                         SUP    │
│  │  MENU    │                                │
│ ┌┴──────────┴───────────────────────────────┐│
│ │ 8        WP SETUP                         ││
│ │                                           ││
│ │                                           ││
│ │                                    ⌄⌄     ││
│ │                                           ││
│ │ ┌──────┐┌────────┐┌───────┐    ┌──────┐  ││
│ │ │ HOME ││ LOGOUT ││ CLEAN │    │  OK  │  ││
│ │ └──────┘└────────┘└───────┘    └──────┘  ││
│ └───────────────────────────────────────────┘│
└─────────────────────────────────────────────┘
```

- Select "**WP SETUP**" menu:

```
┌───────────────────────────────────────────────┐
│ ┌─┐┌──────────┐┌───────────────┐┌────────┐┌─┐ │
│ │◄││ WP SETUP ││POSTAL SERVICES││ ON LIN...││►│ │
│ └─┘└──────────┘└───────────────┘└────────┘└─┘ │
│                                          SUP   │
│                                                │
│  LICENCE NUMBER : ┌──────────────┐             │
│                   │ 123456789    │             │
│                   └──────────────┘             │
│       GEO CODE :  ┌──────────┐                 │
│                   │  11002   │                 │
│                   └──────────┘                 │
│  ROUNDING MODE :  ┌────────┐┌────────┐         │
│                   │ RETAIL ││ POSTAL │         │
│                   └────────┘└────────┘         │
│       CAPACITY :  30 lb    DIFF WEIGHT : 10lbs │
│  ┌──────┐┌────────┐              ┌──────┐      │
│  │ HOME ││ LOGOUT │              │  OK  │      │
│  └──────┘└────────┘              └──────┘      │
└───────────────────────────────────────────────┘
```

- Touch the Licence Number tactile area.
- Enter the Licence Number for Normal Mode and/or DifferentialWeighing. A different licence number validates the ability and the capacity value for each mode.
- You can also sets the "Geocode" value and Rounding mode precision for WP.

> ✏️ *Washington DC's latitude is between 39° and the 40°, and the altitude is under 650 ft, so the code is 10528.*
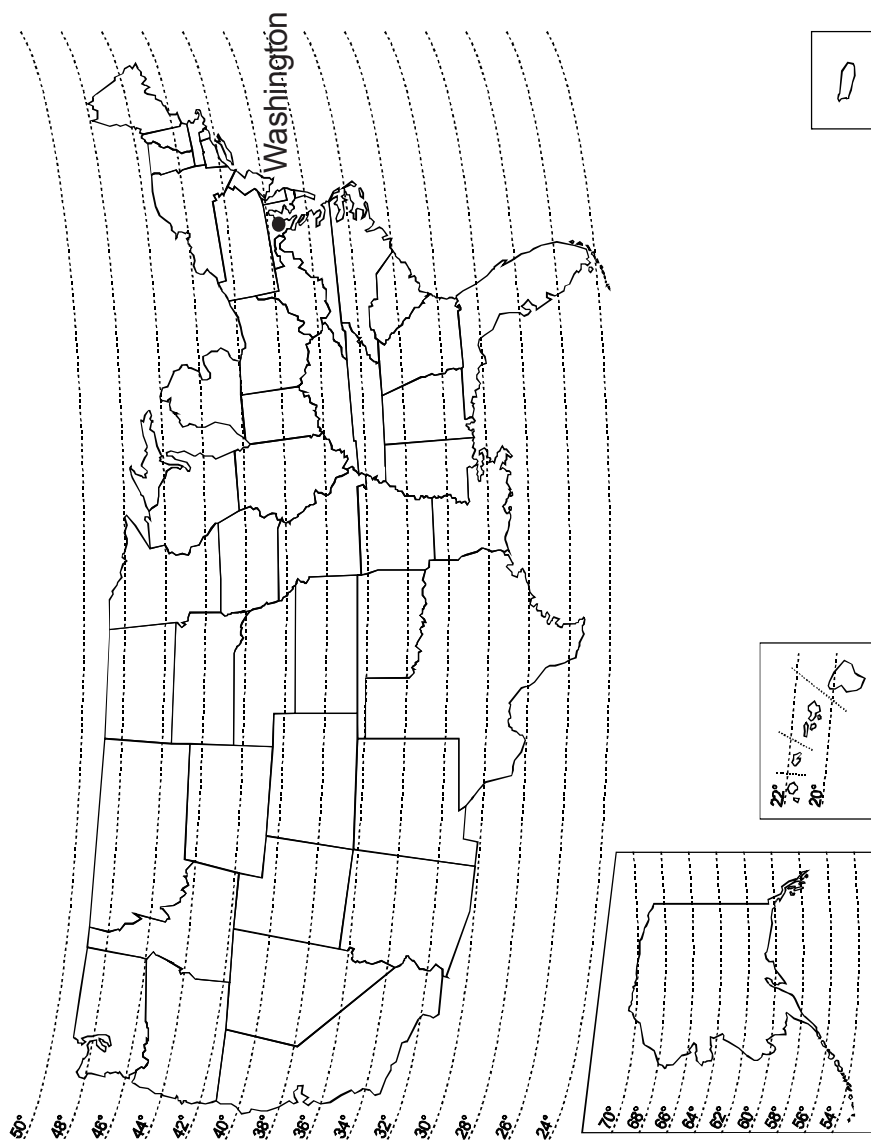
32   Overall presentation

Altitude

Latitude	0 m / 0 ft	200 m / 650 ft	400 m / 1300 ft	600 m / 1950 ft	800 m / 2600 ft	1000 m / 3300 ft	1200 m / 3950 ft	1400 m / 4600 ft	1600 m / 5250 ft
20 °	10764	10771	10788	10795	10801	10818	10825	10832	10849
21 °	10757	10764	10771	10788	10795	10801	10818	10825	10832
22 °	10740	10757	10764	10771	10788	10795	10801	10818	10825
23 °	10733	10740	10757	10764	10771	10788	10795	10801	10818
24 °	10726	10733	10740	10757	10764	10771	10788	10795	10801
25 °	10719	10726	10733	10740	10757	10764	10771	10788	10795
26 °	10702	10719	10726	10733	10740	10757	10764	10771	10788
27 °	10696	10702	10719	10726	10726	10733	10740	10757	10764
28 °	10672	10689	10696	10702	10719	10726	10733	10740	10757
29 °	10665	10672	10689	10696	10702	10719	10726	10733	10740
30 °	10658	10665	10672	10689	10696	10702	10719	10726	10726
31 °	10634	10641	10658	10665	10672	10689	10696	10702	10719
32 °	10627	10634	10641	10658	10665	10672	10689	10696	10702
33 °	10610	10627	10634	10641	10658	10665	10665	10672	10689
34 °	10597	10603	10610	10627	10634	10641	10658	10665	10672
35 °	10580	10597	10603	10610	10627	10634	10641	10658	10665
36 °	10566	10573	10580	10597	10603	10610	10627	10634	10641
37 °	10559	10566	10573	10580	10597	10603	10610	10627	10634
38 °	10542	10542	10559	10566	10573	10580	10597	10603	10610
39 °	**10528**	10535	10542	10559	10566	10573	10580	10597	10603
40 °	10511	10528	10528	10535	10542	10559	10566	10573	10580
41 °	10498	10504	10511	10528	10535	10542	10559	10566	10573
42 °	10481	10498	10498	10504	10511	10528	10535	10542	10559
43 °	10467	10474	10481	10498	10504	10511	10528	10535	10542
44 °	10450	10450	10467	10474	10481	10498	10504	10511	10528
45 °	10436	10443	10450	10467	10474	10481	10498	10504	10511
46 °	10429	10429	10436	10443	10450	10467	10474	10481	10498
47 °	10405	10412	10429	10436	10443	10450	10467	10474	10481
48 °	10399	10399	10405	10412	10429	10436	10443	10450	10467
49 °	10375	10382	10399	10405	10412	10429	10436	10443	10450
50 °	10368	10368	10375	10382	10399	10405	10412	10429	10436
51 °	10344	10351	10368	10375	10382	10399	10405	10412	10429
52 °	10337	10344	10344	10351	10368	10375	10382	10399	10405
53 °	10313	10320	10337	10344	10351	10368	10375	10382	10399
54 °	10306	10313	10320	10337	10344	10344	10351	10368	10375
55 °	10283	10290	10306	10313	10320	10337	10344	10351	10368
56 °	10276	10283	10290	10306	10313	10320	10337	10344	10351
57 °	10252	10269	10276	10283	10290	10306	10313	10320	10337
58 °	10245	10252	10269	10276	10283	10290	10306	10313	10320
59 °	10238	10245	10252	10269	10276	10283	10290	10290	10306
60 °	10214	10221	10238	10245	10252	10269	10276	10283	10290
61 °	10207	10214	10221	10238	10245	10252	10269	10276	10283
62 °	10191	10207	10214	10221	10238	10245	10252	10269	10276
63 °	10184	10191	10207	10214	10221	10221	10238	10245	10252
64 °	10177	10177	10184	10191	10207	10214	10221	10238	10245
65 °	10153	10160	10177	10184	10191	10207	10214	10221	10238
66 °	10146	10153	10160	10177	10184	10191	10207	10214	10221
67 °	10139	10146	10153	10160	10177	10184	10191	10207	10214
68 °	10122	10139	10146	10153	10160	10177	10184	10191	10207
69 °	10115	10122	10139	10146	10153	10160	10177	10184	10191
70 °									

Note: an additional column header "1800 m / 5900 ft" appears at the right of the table.

34   Overall presentation

1.3 Envelope feeding

1.3.1 With the standard automatic feeder

- Fan the envelopes to separate them
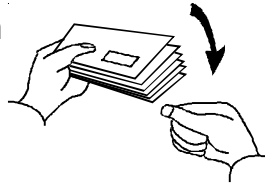
- Bevel the edge of the stack
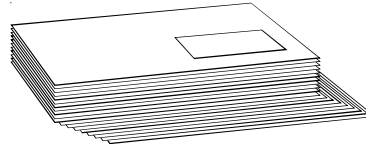
- Place the envelopes on the feed platform, with their upper edge resting against the back of the feed platform.
- Ensure that the envelopes are stacked along the side and front guides.

Adjustment of the rear guide (1)

Adjust the rear guide according to the envelope size. The bottom envelope should rest in the "v" of the guide.

Adjustment of the side guide (2)

Adjust the side guide by resting it against the envelopes without pressing.

1　　　**2**
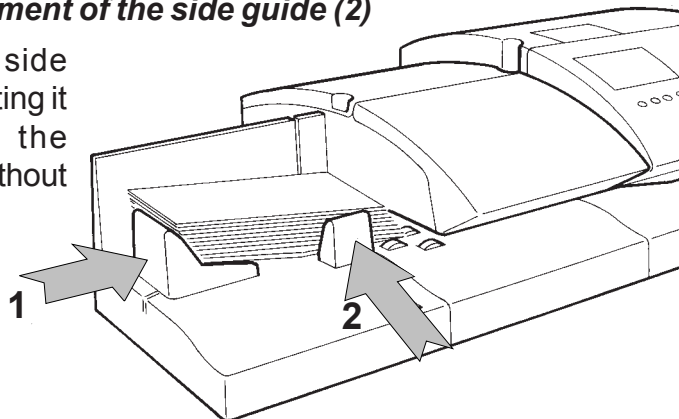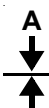
☞ - *It is possible to set to portrait feed a few large size envelopes (10"x13" approx.).*
- *The guides may be retracted when required.*
- *Do not mix moistening and non-moistening.*
- *Arrange the mail according to the size (the largest letters beneath).*
- *Envelopes of different thickness may be mixed together.*

Adjustment according to letter thickness

- Open the top cover of the feeder;
- Move the blue lever to the desired position.

Position ⇕ A of the conveyor should be used for feeding thin and medium letters (from 0 to 3/8 inch). Sealing is available in this position.

Position ⇕ B of the conveyor is designed to facilitate the feeding or manual insertion of thick letters (from 3/8 to 5/8 inch without the dynamic scale and from 3/8 to 1/2 inch with the dynamic scale; please use labels instead for thicker mail). Care should be used when sealing thick envelopes. Bulky envelopes could cause a stoppage.

36 Overall presentation
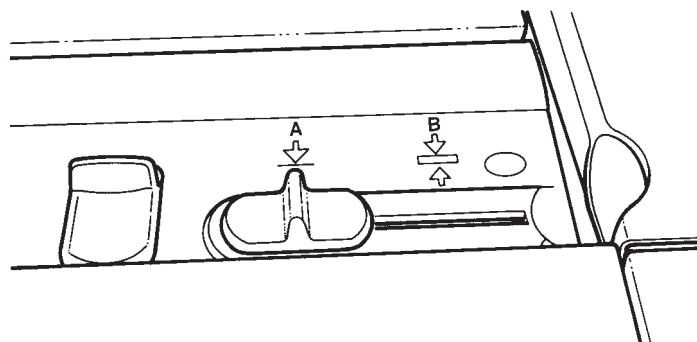
1.3.2 With a mixed-mail feeder

- Fan the envelopes to separate them.
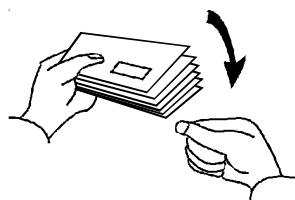
- Place the envelopes on the feed platform, with their upper edge resting against the side guide;
- Stack the envelopes properly along the front guide.

! ***Cover the sensor:***

Right: the sensor is covered
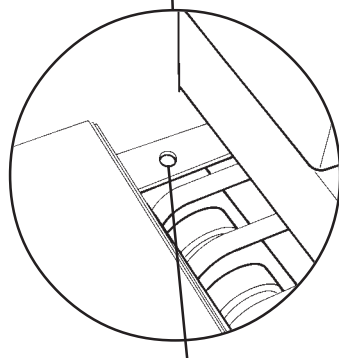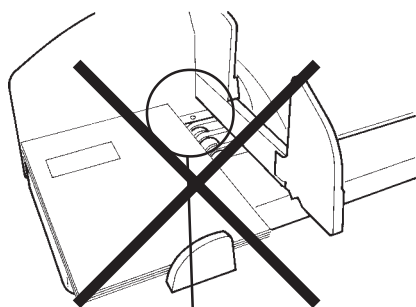
Wrong: the sensor is not covered

Adjustment of the small and medium envelope side guide

☞ *Most envelopes can be processed without side guides. The side guides need to be used if the stack of envelopes is not stable.*

- Pull the guide forward;
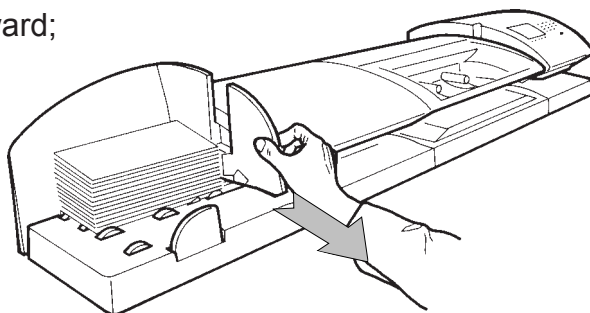
- Turn the guide and let it drop;
- To adjust the guide, allow a small gap between the guide and the envelopes.
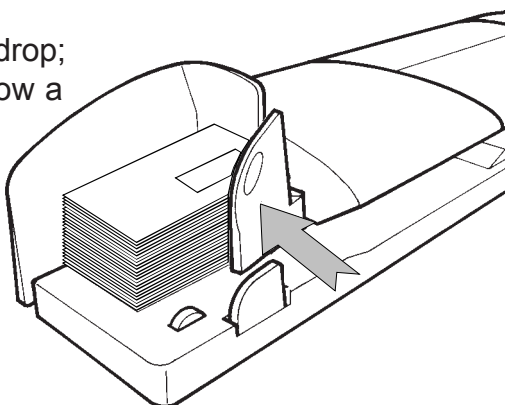
To set the guide in the straight position after using it:

lift the guide towards the right side, turn it and push it.

38 Overall presentation
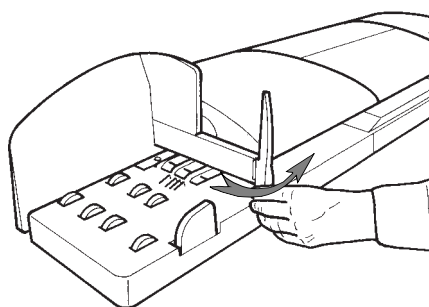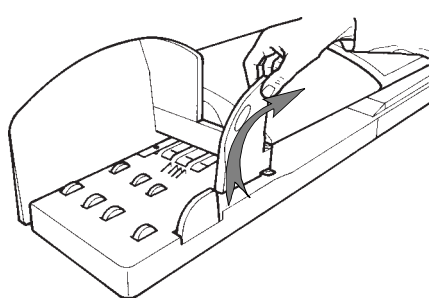
Adjustment of the large envelope guide

- Pull the guide forward;
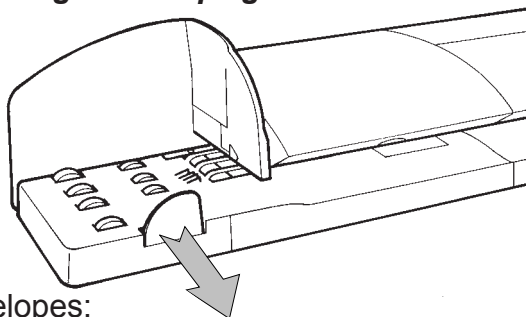
- Place the stack of envelopes;
- To adjust the guide, allow it to rest against the envelopes without pressing.
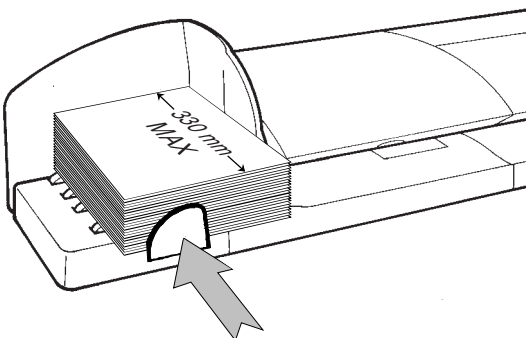
Positioning of nested envelopes (nested flaps)

- Insert the nested flaps in the slot:
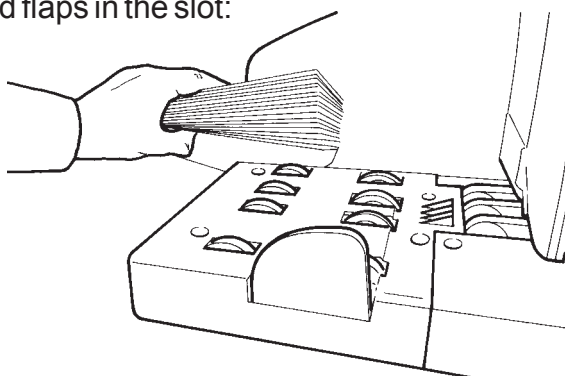
☞ *Some envelopes should be placed with their flap open, in order to allow a proper sealing.*

☞ *- It is possible to set the envelopes to portrait feed (maximum length: 13").*
- Envelopes of different thickness and size may be mixed together.
- Maximum weight: 6.6 lbs.
- Maximum height of the stack: 7.5"
- Arrange the mail according to the size (the largest letters beneath; see figure below).
- The maximum amount of nested envelopes that can be processed in one stack is defined by the space for the flaps: 3/8" thickness of envelope flaps.
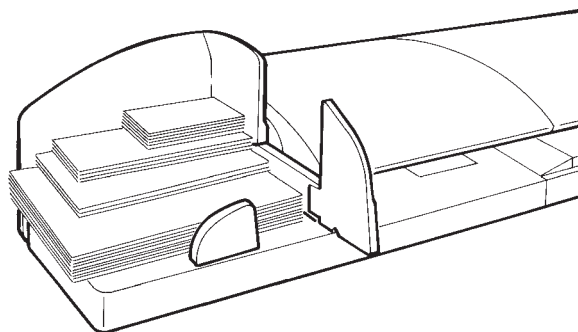
1.3.3   With feed platform alone

Place an envelope on the platform, with the upper edge resting against the side guide and push the envelope towards the mailing machine until it is fed into it.

1.4 Label feeding

- Open the flap **(1)** of the label dispenser.
- Press the blue key **(2)** and insert the labels by stacking them at the bottom of their recess, with the peel off tab facing upwards and the side to be printed facing to the right, in the dispenser.
- Maximum capacity is 80 labels.
- Release the button.
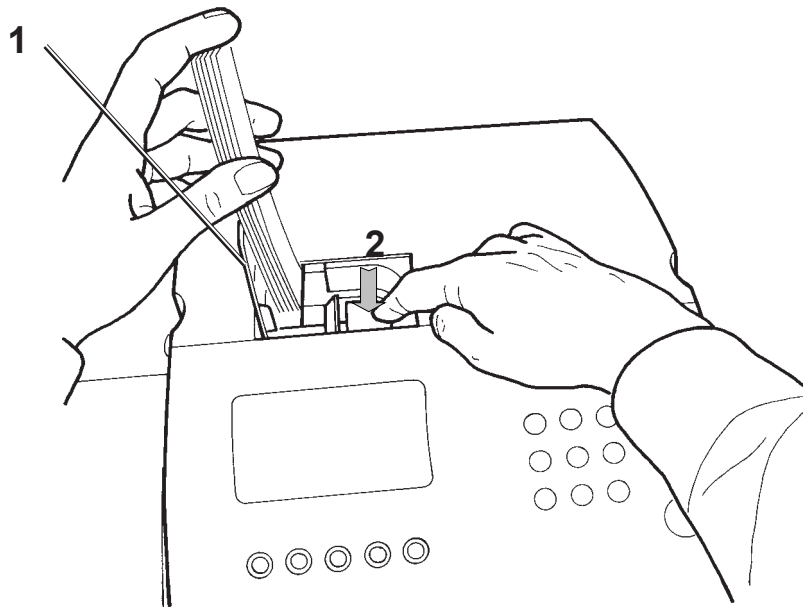
1.5 Filling of the removable water bottle

☞ *When there is no water left in the bottle, the feeder and the mailing machine can still be operated but no envelope sealing can be done.*

💡 *In case of an intensive use of the moistener and for optimal operation of your machine, use Neopost sealing solution.*

1.5.1 Standard automatic feeder

- Open the feeder cover.
- Remove the bottle from its recess and turn it over.
- Unscrew the cap.
- Fill the bottle up to the limit marks.
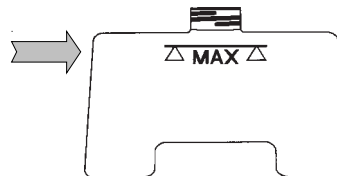
- Screw the cap back on again.
- Put the bottle back in its place.
- Lift the bottle lightly once or twice in order to drive out the air and start the water flow.
- Close the cover.

42 Overall presentation
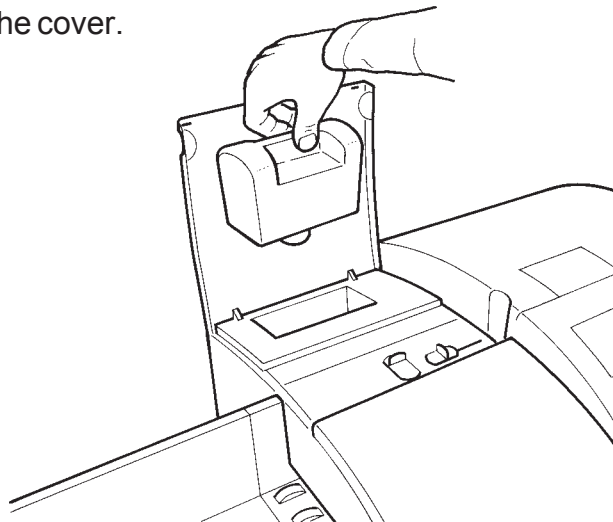
1.5.2   Mixed-mail feeder

- Remove the bottle and turn it over.
- Unscrew the cap.
- Fill the bottle up to the limit marks.
- Screw the cap back on again.
- Put the bottle back in its place
- Shake the bottle gently once or twice in order to drive out the air and start the water flow.
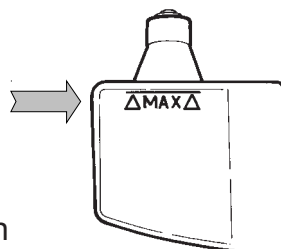
1.6   Envelope moistening

1.6.1   Standard automatic feeder

Use the moistening for thin or medium letters in the **A** position.
Press the SEAL key. In the moistening mode, the symbol
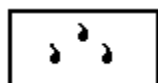
is displayed on the screen.

Do not insert envelopes that are already sealed when the mail machine is in the moistening mode: This might cause a stoppage.

For productivity purpose, you can preset job memories including the SEAL mode (see section B, 2.1).
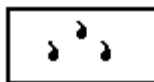
When touching (sealing ON), or OFF (sealing OFF), it switches from one to the other, and vice versa.
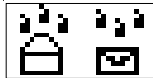
1.6.2 Mixed-mail feeder

From the main menu, press the SEALER MODE key. The menu below will be displayed:

```
┌──────────────────────────────────────────────────────────┐
│  ┌─ SEALER MODE ──┐                                       │
│  ├────────────────┴──────────────────────┐   ┌─────────┐  │
│  │ 1    OPEN & CLOSED FLAPS SEALING       │   │    ▲    │  │
│  │ 2    OPEN FLAPS SEALING                │   │         │  │
│  │ 3    SEAL ONLY, NO POSTAGE             │   └─────────┘  │
│  │ 4    SEALING OFF                       │                │
│  │ 5    POSTAL CARDS ONLY                 │                │
│  │                                        │   ┌─────────┐  │
│  │                                        │   │    ▼    │  │
│  │                                        │   │         │  │
│  │  ┌──────┐  ┌───────┐  ┌───────┐        │   └─────────┘  │
│  │  │ HOME │  │ LOGIN │  │ SETUP │        │    ┌──────┐    │
│  │  └──────┘  └───────┘  └───────┘        │    │  OK  │    │
│  └────────────────────────────────────────┘    └──────┘    │
└──────────────────────────────────────────────────────────┘
```
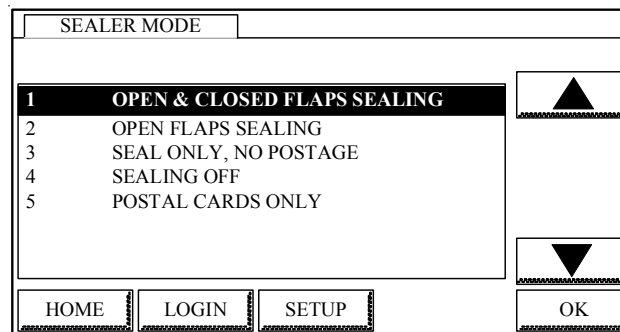
where:
- OPEN & CLOSED FLAPS SEALING: this mode allows mixing together envelopes with open flaps and envelopes with closed flaps (but not sealed). Both types of envelopes will be closed,

sealed and printed. The symbol ▨ ▨ is displayed on the screen.

- OPEN FLAPS SEALING: this mode allows mixing together envelopes with sealed flaps and envelopes with open flaps (nested).

envelopes with open
flaps (nested)
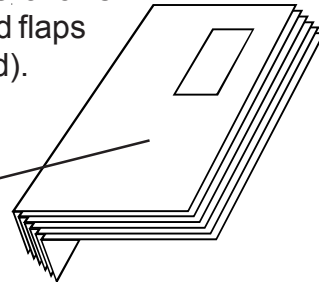
Envelopes with open flaps will be closed and sealed. The

symbol ▨ OFF is displayed on the screen.

- SEAL ONLY, NO POSTAGE: this mode allows mixing together envelopes with open flaps and envelopes with closed flaps (but

44   Overall presentation

not sealed). Both types of envelopes will be closed, sealed, but not printed. The symbol is displayed on the screen.

- SEALING OFF: this mode is used to feed envelopes with sealed flaps or envelopes that are not to be sealed. The symbol is displayed on the screen.

- POSTAGE CARDS ONLY:

Select the desired mode using keys and , and press to confirm.

! *Some types of envelopes with square flaps might be incorrectly sealed or damaged in the "OPEN & CLOSED FLAPS SEALING" mode. To avoid this, it is recommended to use the "OPEN FLAPS SEALING" mode or the "SEALING OFF" mode for such envelopes.*

☞ *The default mode selected in the supervisor mode is the mode enabled when the machine is started up again.*

Adjustment of the sealer

From the previous screen, press the | SETUP | key, the below menu is displayed:
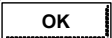
```
┌─────────────────────────────────────────────┐
│  ┌─────────────┐                              │
│  │ SEALER SETUP │                             │
│  │              └───────────────────────────┐ │
│                                              │
│  MOISTENING LEVEL        ┌──┬──┬──┬──┬──┐    │
│                          │ 1│ 2│ 3│ 4│ 5│    │
│                          └──┴──┴──┴──┴──┘    │
│                                              │
│  SPEED                 ┌─────────┬────────┐  │
│                        │ REDUCED │ USUAL  │  │
│                        └─────────┴────────┘  │
│                                              │
│   ┌──────────┐                 ┌──────────┐  │
│   │ ESCAPE   │                 │   OK     │  │
│   └──────────┘                 └──────────┘  │
└─────────────────────────────────────────────┘
```

- Enter the new moistening value by pressing on the number; this value should range from 1 (minimum water level) to 5 (maximum water level);
- Enter the speed;
- Press | OK | to confirm.

1.7 Operation with an inserter

From the main screen, press | MENU | and select USER SETUP (press | OK | to confirm); the following screen will appear:

```
┌─────────────────────────────────────────────┐
│ ┌──┐┌──────────┬──────────┬─────────┐┌──┐    │
│ │◄ ││USER SETUP│ DISPL... │  RATE   ││ ►│    │
│ └──┘└──────────┴──────────┴─────────┘└──┘    │
│ LANGUAGE    ┌──────────┬──────────┐          │
│             │ AMERICAN │ ENGLISH  │          │
│             └──────────┴──────────┘          │
│ BUZZER   ┌──────┬────────┬────────┐          │
│          │ OFF  │ ON ERR │ ON KEY │          │
│          └──────┴────────┴────────┘          │
│ CONTRAST  ┌─────┬────┬─────┐                 │
│           │  -  │ 16 │  +  │                 │
│           └─────┴────┴─────┘                 │
│ INSERTER ┌──────┬─────┐                      │
│          │ OFF  │ ON  │                      │
│          └──────┴─────┘                      │
│  ┌────────┬────────┐            ┌──────────┐ │
│  │ HOME   │ LOGIN  │            │   OK     │ │
│  └────────┴────────┘            └──────────┘ │
└─────────────────────────────────────────────┘
```

46   Overall presentation

- Select "ON" in the INSERTER MODE if the mailing machine is behind an inserter;
- Press [OK] to confirm.

In this case, the high performance automatic feeder and the mailing machine operate continuously when key (START STOP) is pressed once and until (START STOP) is pressed again.
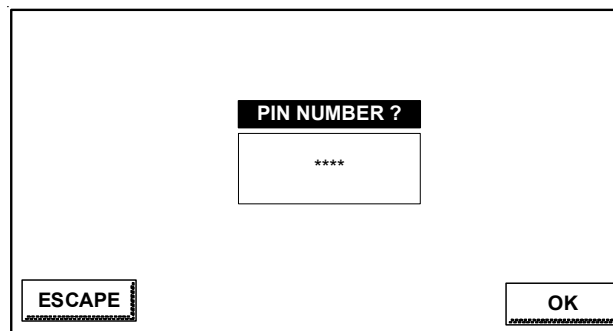
! *In order to use the mailing machine alone, it is necessary to select OFF. If there are double envelopes or bad roll starts, make sure that ON has not been selected.*

☞ *The timeouts are maintained (see Supervisor Mode in section B) but are not taken into account in inserter mode ON.*
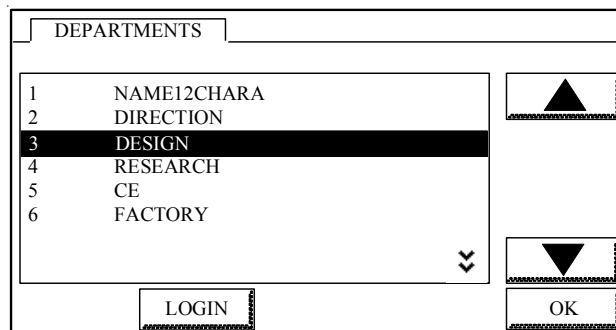
2. PROTECTION BY AN ACCESS PIN CODE

At power-up or when pressing a key if the machine is in the sleep mode, the screen prompts you to enter a 4-digit user pin code (only when access to the machine has been protected by the supervisor).
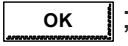
```
┌─────────────────────────────────────┐
│                                     │
│                                     │
│         ┌─────────────────┐         │
│         │  PIN NUMBER ?   │         │
│         ├─────────────────┤         │
│         │      ****       │         │
│         │                 │         │
│         └─────────────────┘         │
│                                     │
│  ┌──────────┐          ┌──────────┐ │
│  │  ESCAPE  │          │    OK    │ │
│  └──────────┘          └──────────┘ │
└─────────────────────────────────────┘
```

- If the department mode option is activated, the list of the departments available is displayed as follows:

```
┌─────────────────────────────────────────┐
│ ┌─ DEPARTMENTS ─┐                        │
│ ┌──────────────────────┐  ┌───────────┐  │
│ │ 1    NAME12CHARA     │  │     ▲     │  │
│ │ 2    DIRECTION       │  │           │  │
│ │ 3    DESIGN          │  └───────────┘  │
│ │ 4    RESEARCH        │                 │
│ │ 5    CE              │                 │
│ │ 6    FACTORY         │  ┌───────────┐  │
│ │                   ⌄  │  │     ▼     │  │
│ │      ┌─────────┐     │  │           │  │
│ │      │  LOGIN  │     │  │    OK     │  │
│ └──────┴─────────┴─────┘  └───────────┘  │
└─────────────────────────────────────────┘
```

- Select the desired department using keys [▲] and [▼];
- Validate the selection by pressing key [OK];
- If the department is protected by a code, enter the code (4 digits), using the numeric pad.

The machine is ready and displays the main menu.

48   Protection by an access PIN code

3.   USING A SCALE

DEFAULT SCALE

At the power on, you can select, in supervisor mode, the default Scale (Dynamic scale or WP in the case where both are connected), by pressing on the touch screen the | SCALE | touch area to access on "**Scale setup**" menu.
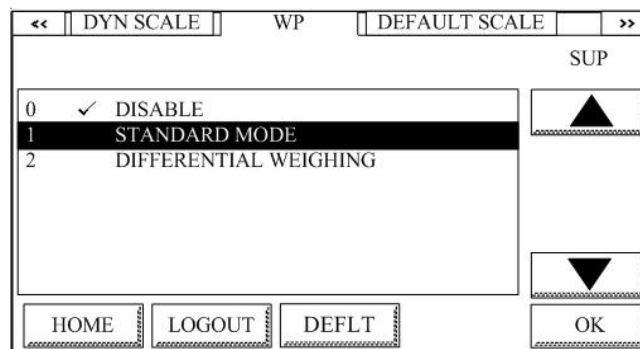
On scale setup, select "**Default scale**" tab.
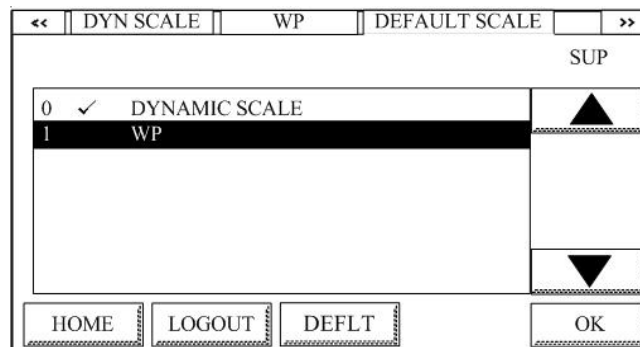
You can select the default scale by pressing the | DEFLT | softkey.

MANAGEMENT OF SCALES

In the main screen, press [SCALE] ; the screen below is displayed:

```
┌─────────────────────────────────────────────────┐
│ ┌ WEIGHING MODE ┐                                │
│                                                  │
│  0      DYNAMIC WEIGHING ON              ┌────┐  │
│  1      DYNAMIC BATCH                    │ ▲  │  │
│  2      DYNAMIC WEIGHING OFF             └────┘  │
│  3   ✓  WP STANDARD                              │
│  4      WP DIFFERENTIAL WEIGHING                 │
│                                          ┌────┐  │
│                                          │ ▼  │  │
│                                          └────┘  │
│  ┌────────┐ ┌────────┐          ┌────────┐       │
│  │ ESCAPE │ │ LOGIN  │          │   OK   │       │
│  └────────┘ └────────┘          └────────┘       │
└─────────────────────────────────────────────────┘
```

Select the scale (WP or Dynamic Scale).

SCALE ICONS

Dynamic Scale Weighing mode

Dynamic Scale Batch mode

Dynamic Scale Off, Transport mode
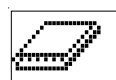
WP Normal mode
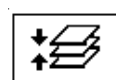
WP Differential Weighing mode

External Scale mode

50   Using a scale

3.1 Using dynamic scale

In the main screen, press ⌈ SCALE ⌉ ; the screen below is displayed:

```
┌───────────────────────────────────────────────┐
│ ┌ WEIGHING MODE ┐                              │
│                                                │
│  0    DYNAMIC WEIGHING ON          ┌─────────┐ │
│  1    DYNAMIC BATCH                │    ▲    │ │
│  2    DYNAMIC WEIGHING OFF         └─────────┘ │
│  3  ✓ WP STANDARD                              │
│  4    WP DIFFERENTIAL WEIGHING                 │
│                                    ┌─────────┐ │
│                                    │    ▼    │ │
│                                    └─────────┘ │
│  ┌────────┐ ┌────────┐              ┌────────┐ │
│  │ ESCAPE │ │ LOGIN  │              │   OK   │ │
│  └────────┘ └────────┘              └────────┘ │
└───────────────────────────────────────────────┘
```

Select one of the 3 modes using keys ⌈ ▲ ⌉ and ⌈ ▼ ⌉ and validate by pressing ⌈ **OK** ⌉.

3.1.1 Dynamic weighing OFF mode

The displayed icon is

In this mode, the envelopes are only transported by the dynamic scale; they are not weighed.

3.1.2 Dynamic weighing ON mode

The displayed icon is

In this mode, each envelope is weighed on the dynamic scale (it is the default mode on power on except if supervisor changed it). The user selects a postal product. Each mail piece is:

Using a scale   *51*

- Transported (one by one) from the feeder to the dynamic scale, which send the weight, the length, the over-size and the thickness to the rate calculator;
- Printed by the mailing machine at the corresponding value, calculated by the rate calculator.

3.1.3   Dynamic batch mode

The displayed icon is

This mode allows to print a whole envelope series at the same value, weighing only the first one.

After validation, the whole envelope series is printed at the defined value, at highest speed.

A new envelope is weighed each time the motor has stopped and

the key **START STOP** is pressed.

3.2   Operation with an external weighing platform

3.2.1   Standard Mode

If you put any weight on the WP platform, the weight and Amount (depending on the current rate) are automatically displayed on the screen.

If you remove the weight on WP, the weight and Amount will not change, until an other weight is placed on the WP platform. This function is used to print an envelop via the feeder and the path of the mailing machine.

52   Using a scale

```
  TEXT        AD DIE      MAIL D
                                        00.27 0
  ABC 1        ▢ 1        ▟ 3
                                        LOW CREDIT
  RTD         SCALE       SEALER        XX/XX/XXXX

   ▭           ▱            ⸪

  RATE                          INFO
  RATE 1                         DEPT        0
   WGH      00 LB 20 OZ          TOI XXXXXX
                                 BTO XXXXX

   MENU       JOBS      LOGIN    WPZERO
```

When you put a new weight on the WP platform, the weight value
and the amount are recalculated with the current Rate, and are
displayed on the screen.

The [WP ZERO] key resets the weighing platform to zero the weight.
This operation should be processed with no weight on the WP
platform.

```
  TEXT        AD DIE      MAIL D
                                        00.00 0
  ABC 1        ▢ 1        ▟ 3
                                        LOW CREDIT
  RTD         SCALE       SEALER        XX/XX/XXXX

   ▭           ▟            ⸪

  RATE                          INFO
  RATE 1                         DEPT        0
   WGH    - - LB - - OZ          TOI XXXXX
                                 BTO XXXXX

   MENU       JOBS      LOGIN
```

When the weight is under zero, the value of weight display
is set to "**— LB —.- OZ**".

You must do a [WP ZERO] to reset the Zero of WP scale.

3.2.2 Differential Weighing Mode

By pressing the touch screen ⌐ SCALE ⌐ area, select the appropriate mode to activate the differential Weighing.

normal tape	≡o
automatic tape	⏴≡o
normal RTD	🖨
automatic RTD	⏴🖨
automatic meter	⌐=▫⌐»
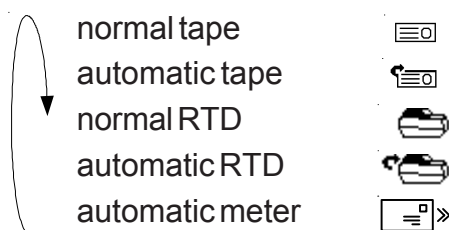
- Push tactile area to change mode
- Select the target Tape Mode for the printing process
- Select the rate before starting the Differential Weighing process.

```
 TEXT        AD DIE      MAIL D
ABC 1      📺 1       👤 3       00.00 0

 RTD        SCALE       SEALER              LOW CREDIT
 🖨         ⏴🗐        ⸲˙⸲                XX/XX/XXXX

 RATE                          INFO
 RATE 1                         DEPT        MARKETING
 WGH        00 lb 00 oz         TOI XXXXXX
                                BTO XXXXX

   MENU    JOBS    LOGIN    DIFF
```
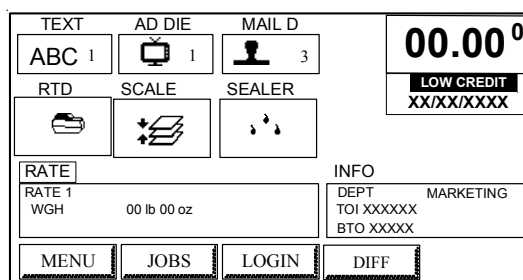
- Start Differential Weighing by pressing ⌐ DIFF ⌐ softkey.

```
 TEXT        AD DIE      MAIL D
ABC 1      📺 1       👤 3       00.00 0

 RTD      WEIGHING PLATFORM          LOW CREDIT
 🖨                                  X/XX/XXXX
             REMOVE ALL ITEMS ON WP
                AND PRESS OK
 RATE                          INFO
 RATE 1                         DEPT          0
 WGH        00 LB 20 OZ         TOI XXXXXX
                                BTO XXXXX

                                      OK
```

- Remove all items on WP and press ⌐ OK ⌐.

54 Using a scale

```
TEXT         AD DIE      MAIL D
ABC 1     [🖥] 1    [👤]  3      00.00 0
                              LOW CREDIT
LABEL    WEIGHING PLATFORM    X/XX/XXXX

 [🖨]       ZEROING IN PROGRESS
             PLEASE WAIT ...
RATE
RATE NAME  RATE 1   Refresh weight    DEPT      MARKETING
WGH        00 LB 20 OZ     value      TOI XXXXX
                                      BTO XXXXX
```

The zeroing process will start, you have to wait the end of the zero process.

```
TEXT         AD DIE      MAIL D
ABC 1     [🖥] 1    [👤]  3      00.00 0
                              LOW CREDIT
RTD     WEIGHING PLATFORM      X/XX/XXXX

 [🖨]      PLACE ITEMS ON WP
          REMOVE ITEM ON FEEDER
RATE         AND PRESS OK
RATE NAME                              0
WGH       00 LB 00 OZ        TOI XXXXX
                            BTO XXXXX
ESCAPE                              OK
```

Put some envelopes or parcel on WP and press [OK] to start Differential Weighing.

```
TEXT         AD DIE      MAIL D
ABC 1     [🖥] 1    [👤]  3      00.00 0
                              LOW CREDIT
RTD     WEIGHING PLATFORM      X/XX/XXXX

 [🖨]        PLEASE WAIT ...

RATE                         INFO
RATE 1                       DEPT        0
WGH       00 LB 00.0 OZ      TOI XXXXX
                            BTO XXXXX
                                    OK
```

Wait end zeroing for remove items.

```
 TEXT        AD DIE      MAIL D
                                         00.00 0
 ABC 1       ⊡ 1       👤  3
                                         LOW CREDIT
 RTD    WEIGHING PLATFORM               X/XX/XXXX
 
 🖨        REMOVE ONE ITEM FROM WP
              PRESS ESCAPE TO EXIT
 
 RATE                          INFO
 RATE 1                        DEPT          0
 WGH        00 LB 20 OZ        TOI XXXXXX
                               BTO XXXXX
 
    ESCAPE
```

When you remove one item (Envelope or parcel) the weight of the removed item and associated rate is displayed on the screen.

```
 TEXT        AD DIE      MAIL D
                                         00.27 0
 ABC 1       ⊡ 1       👤  3
                                         LOW CREDIT
 RTD      LABELS TO PROCESS             X/XX/XXXX
 
 🖨              1_
 
 RATE                          INFO
 RATE 1                        DEPT       MARKETING
 WGH        00 LB 20 OZ        TOI XXXXXX
                               BTO XXXXX
 
    ESCAPE
```

Launch print cycle by pressing the green (START STOP) key or ESCAPE to

cancel.

```
 TEXT        AD DIE      MAIL D
                                         00.00 0
 ABC 1       ⊡ 1       👤  3
                                         LOW CREDIT
 LABEL   WEIGHING PLATFORM             X/XX/XXXX
 
 🖨        ZEROING IN PROGRESS
              PLEASE WAIT ...
 RATE
 RATE NAME  RATE 1   Refresh weight   DEPT      MARKETING
 WGH        00 LB 20 OZ    value      TOI XXXXXX
                                      BTO XXXXX
```

After printing, a zeroing process is proceed.

56 Using a scale

```
 TEXT       AD DIE      MAIL D
 ┌─────┐  ┌──────┐  ┌──────┐   00.00 0
 │ ABC 1│  │ 📺  1│  │ ⬆  3│   ──────────
 └─────┘  └──────┘  └──────┘   LOW CREDIT
   RTD   ┌───────────────────────┐X/XX/XXXX
 ┌────┐  │ WEIGHING PLATFORM     │
 │ 🖨  │  │ REMOVE ONE ITEM FROM WP│
 └────┘  │   PRESS ESCAPE TO EXIT │
   RATE  └───────────────────────┘INFO
 ┌──────────────────────┐┌──────────────┐
 │ RATE 1               ││ DEPT       0 │
 │ WGH    00 LB 20 OZ   ││ TOI XXXXXX   │
 │                      ││ BTO XXXXX    │
 └──────────────────────┘└──────────────┘
  ┌────────┐
  │ ESCAPE │
  └────────┘
```

Restart this operation until there is no weight on WP pan.

```
 TEXT       AD DIE      MAIL D
 ┌─────┐  ┌──────┐  ┌──────┐   00.27 0
 │ ABC 1│  │ 📺  1│  │ ⬆  3│   ──────────
 └─────┘  └──────┘  └──────┘   LOW CREDIT
   RTD    SCALE     SEALER     X/XX/XXXX
 ┌────┐ ┌─────────────────────────┐
 │ 🖨  │ │ WEIGHING PLATFORM       │
 └────┘ │ LAST ITEM DO YOU WANT TO PRINT│
   RATE │        PRESS OK ?       │
        └─────────────────────────┘
 ┌──────────────────────┐┌──────────────┐
 │ RATE1                ││ DEPT       0 │
 │ WGH    00 LB 20 OZ   ││ TOI XXXXXX   │
 │                      ││ BTO XXXXX    │
 └──────────────────────┘└──────────────┘
                              ┌────────┐
                              │   OK   │
                              └────────┘
```

Check if it is the last item to print.

3.3   Operation with an external scale

The IJ80/90/110 can be connected to an external Neopost scale
to select the desired mail service.

Place the letter to be weighed on the scale and select the mail
service. The scale display will indicate the corresponding price.

At this stage, you may:

- Transfer the postage rate to the machine: press SET METER key
  (on the scale) and then you may use the mailing machine for one
  or more letters.

- Print one label (press $\boxed{\text{PRINT TAPE}}$ key on the scale) or several labels (press $\boxed{\text{FUNCTION}}$ key on the scale, and indicate the number of labels if connected to an SE37/57).

When the scale and the machine are in the "department" mode, the open departments may be selected from the scale, provided that they are not protected by an access code in the machine.

Refer also to your scale user's guide.

4.   ENTERING POSTAGE VALUE AND MAIL PROCESSING

4.1   Entering postage value

4.1.1   Manually

Press key $\bf{C}$ if a value different from zero is displayed and enter the postage value required, using the numeric keys. In case of error, press $\bf{C}$. When a dynamic scale is present, mode transport should be selected to print on envelope.

4.1.2   With an external scale
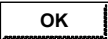
The displayed icon is [icon].

Place a mail item on the external scale and press "Set Meter" or "Print Tape" to transmit the calculated value to the mailing machine. When a dynamic scale is present, mode transport should be selected to print on envelope.

4.1.3   With a dynamic scale

!   ***Do not lean on or disturb the system while it is processing in the dynamic weighing mode; it will affect the amount of postage applied to the mail.***

- From the main screen, press on [SCALE] to select a mode (see section "Use of the dynamic scale"), using arrows [▲] and [▼], and press on [OK] to confirm the selection.
- From the main screen, press on [RATE]; the screen below appears:

```
┌──────────────────────────────────────────────────┐
│ ◄  │ USER ... │ DISPL ... │      RATE      │  ►   │
│ ┌──────────────────────────────┐  ┌──────────┐   │
│ │ 0      USER RATE             │  │    ▲     │   │
│ │ 1      1ST CLASS             │  │          │   │
│ │ 2      PRIORITY              │  └──────────┘   │
│ │ 3      EXPRESS               │                 │
│ │ 4      1ST POSTACRD          │                 │
│ │ 5      1ST PRE CARD          │                 │
│ │ 6      PRESORT 1ST        ⌄  │  ┌──────────┐   │
│ └──────────────────────────────┘  │    ▼     │   │
│ ┌──────┐ ┌───────┐ ┌───────┐      │          │   │
│ │ HOME │ │ LOGIN │ │ MORE  │      └──────────┘   │
│ └──────┘ └───────┘ └───────┘      ┌──────────┐   │
│                                   │    OK    │   │
│                                   └──────────┘   │
└──────────────────────────────────────────────────┘
```

- Select a rate configuration from both the user's configuration and the configurations predefined by the supervisor, using arrows ▲ and ▼ (MORE provides details on the rate configuration selected).

- Press on OK to confirm.

To modify a configuration:

The USER RATE 0 configuration may be modified by the user. Other configurations should be modified by the supervisor.

Select a predefined rate configuration, close to that desired. Once it is modified, this configuration becomes the USER RATE (the predefined configuration selected first remains unchanged).

Follow the order: MAIL CLASS, DESTINATION and SER-VICES.

In order to modify a configuration, press on MORE , from the previous RATE screen; the following screen appears:

60 Entering Postage Value and Mail Processing

```
┌─────────────────────────────────────────┐
│  ┌─ MODIF RATE ─┐                        │
│  │              │                        │
│  NAME             USER RATE              │
│  MAIL CLASS     ┌──────────────┐         │
│                 │ LETTER       │         │
│  MAIL TYPE      ┌──────────────┐         │
│                 │ NONE         │         │
│  DESTINATION    ┌──────────────┐         │
│                 │ ZIP CODE 00000│        │
│  SERVICES       ┌──────────────┐         │
│                 │ NO SERVICE   │         │
│  ┌──────────┐                  ┌──────┐  │
│  │ ESCAPE   │                  │  OK  │  │
│  └──────────┘                  └──────┘  │
└─────────────────────────────────────────┘
```

Select the parameter (MAIL CLASS, DESTINATION or SERVI-
CES) to be modified, by touching the concerned area:
- If MAIL CLASS is selected: the list of available mail types
  appears.

Select the mail type desired and confirm by pressing on | OK |.

- If DESTINATION is selected: the list of available destinations
  appears. Select the desired destination and confirm by pressing

  on | OK |.

- If SERVICES is selected: the list of mnemonics of the associated
  services appears;

    - press on | ADD |, in order to display the list of proposed
      services for the mail type and destination already selected.
      You may add one service at a time. Select a service using

      keys | ▲ | and | ▼ | and press on | OK | to
      confirm. Repeat the procedure if another service needs to
      be added.

    - Depressing key | DELETE | deletes all the services.

☞ *To set a predefined rate configuration as a default*
    parameter, see the supervisor mode.
    To modify the name or the characteristics of a predefined
    rate configuration, the same procedure should be followed
    in the supervisor mode.

4.2 Mail processing

4.2.1 Envelopes with Autofeed Sealer (except batch mode)

Place a stack of envelopes on the feed platform and press key

(START STOP) .

To stop the envelope feeding, press key (START STOP) again (or wait for

a few seconds until the machine stops automatically when there are no more envelopes to be processed).

☞ *If the selected Mail Class has a ZIP code dependant destination, perform the following steps:*
- Select ZIP as the destination in the rate selection screen;
- Put on the feeder a stack of envelopes with same destination ZIP;

- When (START STOP) is pressed, the mailing machine will ask for

input of the destination ZIP code (used for the whole batch of envelopes).

4.2.2 Envelopes with dynamic scale in batch mode

- Place an envelope or a stack of envelopes on the feed platform

and press key (START STOP) : the first envelope is weighed. The rate

calculator defines the corresponding value and displays it.

- Press [OK] to confirm (or [ESCAPE] to cancel).

- Press (START STOP) : the whole envelope series is printed at the

defined value.

62 Entering Postage Value and Mail Processing

To stop the batch, press key $\boxed{\begin{smallmatrix}\text{START}\\\text{STOP}\end{smallmatrix}}$ again (or wait for a few seconds until the machine stops automatically when there are no more envelopes to be processed).

4.2.3   With the feed platform alone

Press key $\boxed{\begin{smallmatrix}\text{START}\\\text{STOP}\end{smallmatrix}}$ to start the mailing machine.   Place one envelope at a time on the platform, with its upper edge resting against the side guide and push the envelope towards the mailing machine, until it is fed into the machine.

To stop the envelope feeding, press key $\boxed{\begin{smallmatrix}\text{START}\\\text{STOP}\end{smallmatrix}}$ again.

4.2.4   Labels

- Press key ▭;
- If required, enter the number of labels to be processed (from 1 to 999) at the same value (default value is 1).

- Press on key $\boxed{\begin{smallmatrix}\text{START}\\\text{STOP}\end{smallmatrix}}$: The machine will automatically provide the required number of labels at the displayed value.

For a single label, simply press ▭ and then $\boxed{\begin{smallmatrix}\text{START}\\\text{STOP}\end{smallmatrix}}$ *.*

When an RTD is connected to the mailing machine, please refer to paragraph "Operation with a roll tape dispenser (RTD)".

Entering Postage Value and Mail Processing   *63*
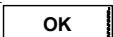
5. MODIFICATION OF THE IMPRINT

The imprint may be modified by selecting:
- the date;
- the slogan;
- the text die;
- the mail class die;
- the print offset (for thick items).

text die   mail class die   meter serial number

advertisement slogan   postage   date   your zip code (updated if you move)
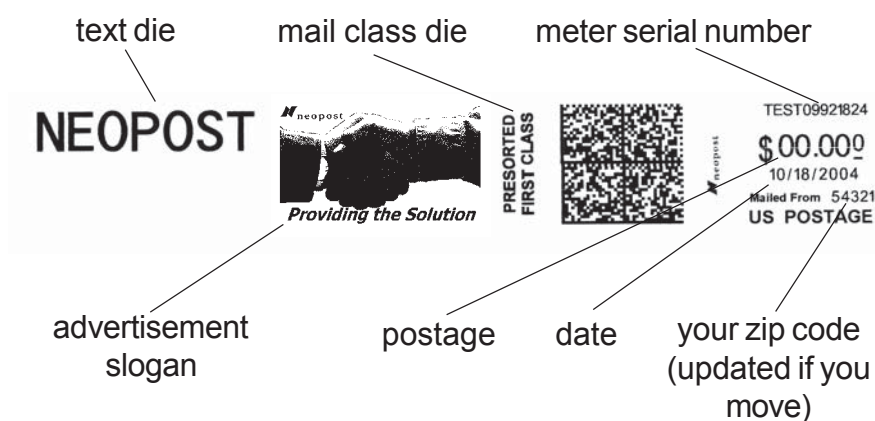
> *To allow a quicker access, the supervisor may store configurations in memories M1 to M9 (see section B, paragraph "Programming memories 1 to 9").*

- In the main screen, select the area to be modified by touching it: the available options are displayed.
- Select an option using keys ▲ and ▼ or by pressing directly the numeric key corresponding to the selection.
- To confirm and return to the previous screen, press on OK.

> *To select the print offset menu, touch the postage value area, and touch >> .*

64   Modification of the imprint

☞ *Whenever the machine is switched on or when resuming operation following a standby period, the machine restores the default values defined by the supervisor (advertisement, text, etc.).*

☞ *Slogans and Mail class dies:*
The mail class dies and standard slogans are already loaded in the machine; the supervisor may set a slogan or mail class die active to add it to the list available for use. (see example in Section B, 4.1. The procedure is the same for slogans and mail class dies).

6.   USING DEPARTMENTS

☞   - *In order to use departments, the supervisor must have selected first the department mode (see section B, paragraph "Defining security").*
   - *The machine is supplied with DEPT OFF. In order to use departments, select DEPT ON in supervisor mode.*

Total postage used and a number of pieces may be assigned to a department selected from a list, as described below.
- In the main screen press on the tactile area under the DEPT tab to display Departments Menu

```
┌──────────────────────────────────────────────┐
│  ┌──DEPARTMENTS──┐                             │
│  ┌────────────────────────────┐   ┌────────┐  │
│  │ 1      NAME12CHARA          │   │   ▲    │  │
│  │ 2      DIRECTION            │   └────────┘  │
│  │ 3      DESIGN               │              │
│  │ 4      RESEARCH             │              │
│  │ 5      CE                   │              │
│  │ 6      FACTORY              │              │
│  │                            │   ┌────────┐  │
│  │                      �is    │   │   ▼    │  │
│  │      ┌─────────┐           │   └────────┘  │
│  │      │  LOGIN  │           │      OK       │
│  └──────┴─────────┴───────────┘              │
└──────────────────────────────────────────────┘
```

- Select a department, using the arrows or by keying in directly the department number via the numeric pad.
- Validate your selection by pressing key [OK].
- If the department is protected by a code, enter the code to allow access to the department (a PIN can be up to 4 digits).

66   Using departments

☞ *- Departments sharing the same access pin code make up a group.*
When you have entered the access pin code once, you will not be prompted to enter the pin code again within the same group.
- The last department selected will be proposed by default when operation is resumed after a standby period or after the machine power-up.

7.   **OPERATION WITH AN EXTERNAL PC REMOTE CONTROL**

Refer to your PC remote control user's guide.

8.   POSTAGE-ON-CALL ® CONNECTION

8.1   Adding Postage

Postage may be purchased from the Post Office, using the Neopost Postage-On-Call® (POC) system.

Connect one end of the telephone link cable to the Modem Socket ( ) at the rear of the machine and the other end to an adjacent analog telephone line outlet. Postage may be purchased from the Post Office, using the Neopost Postage-On-Call® (POC) system. The meter only requires connection to the telephone line outlet during the Add Postage or Clear Lockout transaction.

If access to adding postage (crediting) has been protected by the supervisor, the screen prompts up to enter a 4 digit POC code.

- In the main screen press on key | MENU |, and select POSTAL
  SERVICES, then CREDIT using keys | ▲ | and | ▼ | or
  by pressing directly the numeric key corresponding to the selection.
- To confirm, press on | OK |:

```
INFO
                    RECREDIT AMOUNT
                    OLD VALUE: 1000
                    NEW VALUE:    _



  ESCAPE                                    OK
```

68   Postage-On-Call® Connection

- Enter the amount in units of $ to be added and press OK .

  You will be asked confirmation by OK .

✎ **Press ① ⓪ ⓪ ⓪ for $1000.**

The machine will connect to the Postage-On-Call® System. At the end of the transaction, you should see displayed:

```
┌─────────────────────────────────────────┐
│ ┌───────────────────────────────────┐   │
│ │ INFO                              │   │
│ ├───────────────────────────────────┤   │
│ │        TRANSACTION SUCCESSFUL     │   │
│ │        CURRENT CREDIT : 1000      │   │
│ └───────────────────────────────────┘   │
│                                          │
│                              ┌────────┐  │
│                              │  OK    │  │
│                              └────────┘  │
└─────────────────────────────────────────┘
```

8.2   Clearing a PO lockout

USPS regulations require that your meter must be set at least once every three months. The IJ80/90/110 meter has an internal timer that tracks your reset activity. After three months without adding postage, a PO LOCKOUT message is displayed and postage printing is disabled.

To clear the lockout:

- Select the menu POSTAL SERVICES, then select CREDIT;
- Press OK to confirm.

When the Clear Lockout transaction is completed, postage printing is enabled for another 3 months.

Postage-On-Call® Connection   *69*

8.3 Completing an interrupted add postage transaction

If an Add Postage transaction is accidentally interrupted before the transfer has been completed, an error message is displayed.
- Select the menu POSTAL SERVICES, then select CREDIT;
- Confirm with [OK] to automatically finish the incomplete transaction.

9. ONLINE SERVICES

Refer to your online services user's guide.

10. OPERATION WITH A ROLL TAPE DISPENSER (RTD)

10.1 Overview

label button
(multi label
mode only)

cover
release

indicator
light

power
switch

tear-bar

printhead

! Do not put your fingers on the printhead.

label roll
holders

end of roll/
no paper
sensor

open cover
sensor
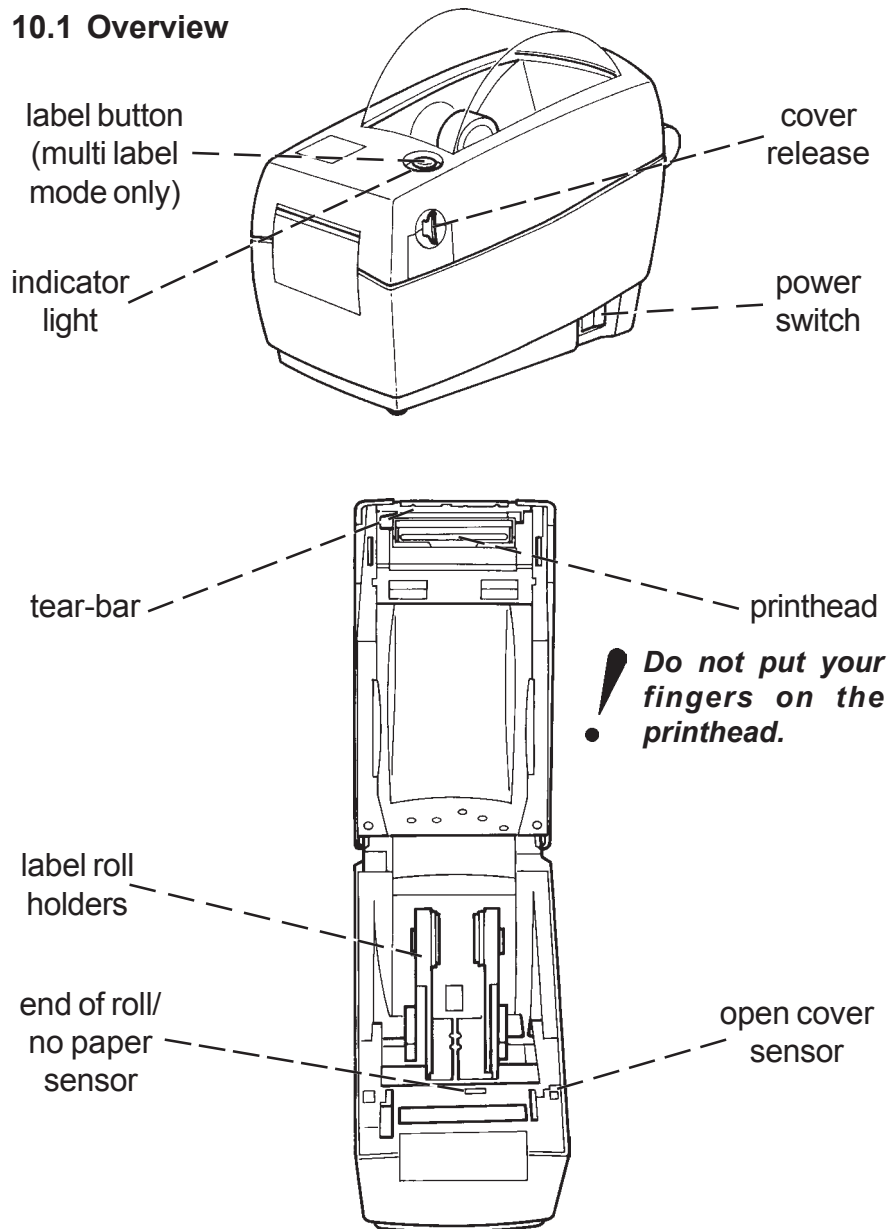
Operation with a roll tape dispenser (RTD)   71

10.2 Connections at the rear of the units

- Turn power OFF before attaching the power module or interface cable.

Plug in power module   Plug in interface cable to the top connection port (secure by screwing)
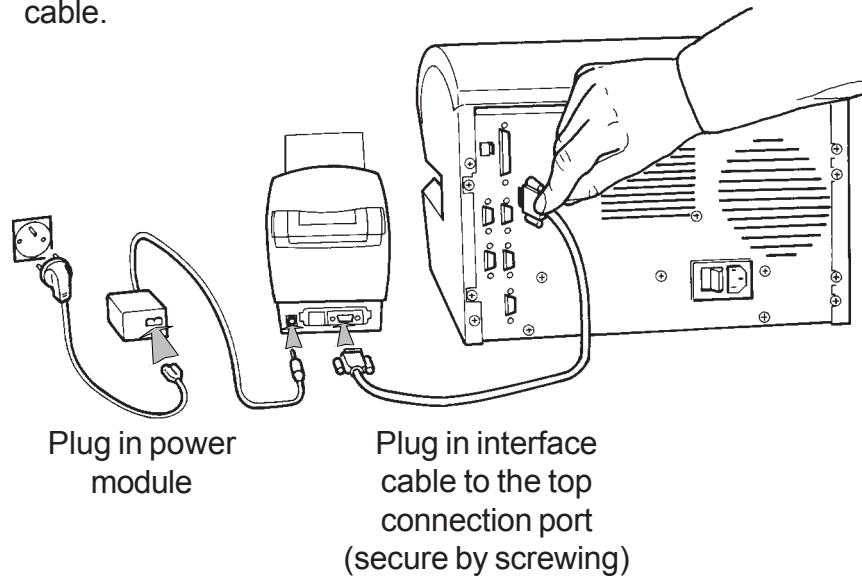
- Power ON the base and the RTD

10.3 Loading label roll

- Open RTD cover.
- Check the two green halves of the label roll core holders are set downward.
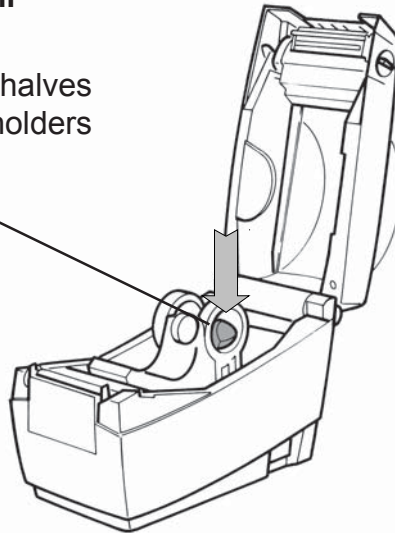
72   Operation with a roll tape dispenser (RTD)

- Use approved label roll only.
- Place label roll onto the label roll holder (green guides).
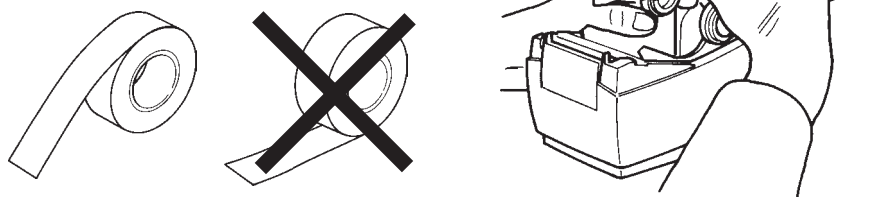
- Close cover and remove excess label by tearing it off (upward):
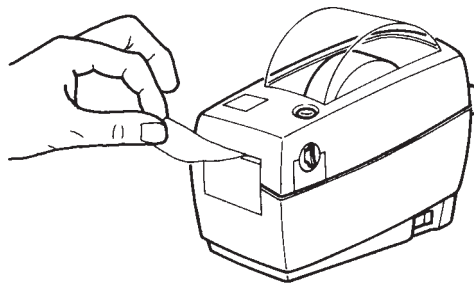
☞ - *It is recommended to wipe off the printhead with the clean pen when replacing the roll, it is mandatory every 5 rolls (i.e. every new box).*
- *Do not clean the black print roller.*

- To ensure that the RTD isn't misplaced, it is recommended that it be fastened with the enclosed velcro to the table: attach the mating strips of velcro to the velcro strips under the RTD. Remove the paper backing from the strips. Position the RTD on the table and apply pressure to fasten it.

YOUR RTD IS READY TO USE.

Switching on the RTD, the connection may take an average 3 min for the first connection to a new postage meter. Then, any other switching on takes usually 30 seconds.

Operation with a roll tape dispenser (RTD)   *73*

10.4 Using the RTD

Printing is controlled from the base.

Selecting the printing support

```
  TEXT        AD DIE      MAIL D
 ┌──────┐   ┌──────┐   ┌──────┐    ┌──────────────┐
 │ABC  1│   │ 🖵  1│   │ 👤  3│    │  00.00 0     │
 └──────┘   └──────┘   └──────┘    ├──────────────┤
  RTD         SCALE       SEALER   │ ▌LOW POSTAGE │
 ┌──────┐   ┌──────┐   ┌──────┐    │  XX/XX/XXXX  │
 │ 🖶   │   │  🖎  │   │ , , │    └──────────────┘
 └──────┘   └──────┘   └──────┘
 ┌RATE──┐  ┌▤◄▤ = 2┐  ┌DEPT─┐   INFO
 │RATE 1                       ┌──────────────┐
 │DEPT    1   MARKETING        │TOI XXXXXX    │
 │WGH      0 LB 0.3 OZ         │BTO XXXXX     │
 ┌────────┐┌────────┐┌────────┐└──────────────┘
 │ MENU   ││  JOBS  ││ LOGIN  │
 └────────┘└────────┘└────────┘
```

- Press on LABEL key ▤▤O or RTD 🖶 .

Printing a label

- Set the value or use a scale.
- To print the label, press ▤o, and press START STOP .
- Remove the label by pulling upwards.

```
┌─────────────────────────────────┐
│        LABELS TO PROCESS        │
│                1                │
└─────────────────────────────────┘
```

Printing multi labels

- Set the value or use the "set meter" mode on the scale.

74 Operation with a roll tape dispenser (RTD)

- Press ▬◉ .

- Enter the desired number of labels (up to 99), then press [START STOP] .

    (You may directly type on the "multi label" keys with an RS232 scale, 9 pins connector, to get the labels).

- Remove the label by pulling upwards.

- Press the RTD label button (◉) to get the next label, or press [START STOP] to cancel label printing.

Indicator light display

1) At initialization, the display is amber when downloading information from the base.
2) When ready the RTD displays a plain green light.
   When printing, the light turns amber.
   The green is blinking if multilabelling.
3) The indicator light turns to red when:
   - You have reach the end of roll;
   - The cover is open;
   - There is no paper;
   - RTD non operational.

10.5 Maintenance

Periodic cleaning

- Switch off the RTD.
- Clean the printhead with the cleaning pen, when loading a new roll.
  Only use approved cleaning pen (provided with the RTD) to clean the printhead. Order a new one when it is getting dirty or dry.

- Other parts of the machine need no cleaning.
- Check sensors (see overview, § 12.1), and remove paper or blow out dust if any.

Never clean the black platen roller
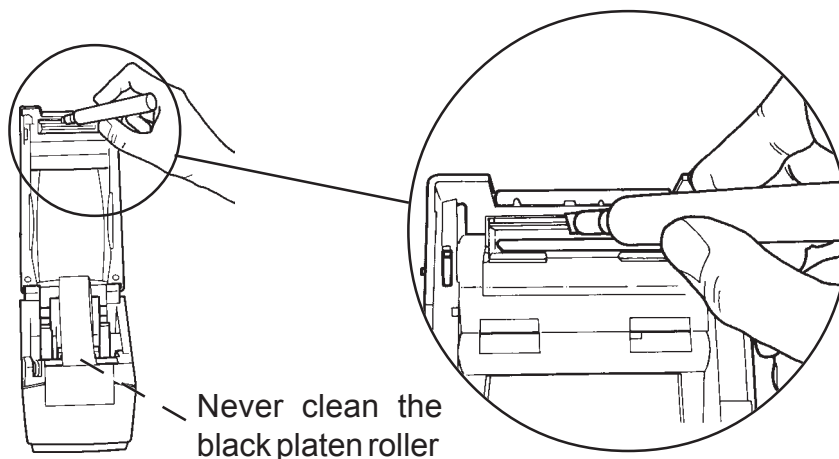
- Switch on again.

Jam clearing
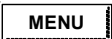
Remove the label, pull media, close the cover, and cut excess of paper.
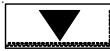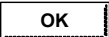
Stand alone test

- Switch off the RTD.
- Disconnect the RTD from the base or switch the base off.
- Switch on the RTD.
- Wait 10 seconds.
- Press the feed button ( ) until the test label output.
- Cut the test label.
- To reconnect to the base:
    - Switch off the RTD;
    - Connect the cable to the base;
    - Switch on the RTD.

Supervisor mode (see this chapter)

In case of paper type change **ONLY**, it is possible to adjust the print density:

- In the main screen press on key | MENU |, and select

76   Operation with a roll tape dispenser (RTD)

SUPERVISOR SETUP using keys [▲] and [▼] or by pressing directly the numeric key corresponding to the selection.

- To confirm, press on [OK]; the following menu is displayed:

◄	USER ...	SUP SETUP	DISPL...	►

SUP

1	SECURITY
2	TIME
3	TIMEOUT
4	ROLL PAPER DENSITY
5	LOAD RATE TABLE
6	DYNAMIC SCALE TESTS
7	TOUCHSCREEN CALIBRATION

▲

▼

| HOME | LOGOUT | OK |

- Select ROLL PAPER DENSITY, the following screen is displayed:

ROLL PAPER DENSITY NUMBER   SUP

FROM 0 TO 15
        OLD VALUE :   **5**
        NEW VALUE :   _

| 0 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 |

⇦

| ESCAPE | OK |

- Simply enter the new value, using the numeric keypad (value between 0 and 15).

Operation with a roll tape dispenser (RTD)   77

SECTION B: ADVANCED FUNCTIONS

1. FURTHER FUNCTIONS

1.1 Mode

- To select the MODE menu, touch the postage value area; the screen below will appear:

```
┌──────────────────────────────────────────┐
│  ◄    │  MAIL .. │  FRAC.. │   MODE   │ ►  │
├──────────────────────────────────────────┤
│ 0      NORMAL                  │   ▲       │
│ 1      PASS THROUGH            │           │
│ 2      MESSAGE                 │           │
│ 3      DATER                   │           │
│                                │           │
│                                │   ▼       │
├────────────────────────────────┼──────────┤
│  HOME  │  LOGIN  │             │    OK     │
└──────────────────────────────────────────┘
```

- Select an option using keys [▲] and [▼] or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on [OK].

1.1.1 Pass through (seal only, no postage) mode

This function is designed for the machine to function only as a conveyor; it is commonly used to seal envelopes without printing postage on them.
PASS THROUGH is displayed on the screen.

This mode is compatible with the sealer mode to seal envelopes without any postage printing.

It is possible to use the batch registers to count items processed in this mode (see the paragraph "Batch registers").

Further Functions   *81*

1.1.2 Dating mode

This function is designed to print the date instead of a postage imprint.

```
09-05-04
```

It is possible to use the batch registers to count items processed in this mode (see the following paragraph "Batch registers").

1.2 Mailing machine general configuration

The following parameters may be set up:
- the language,
- the buzzer, activated in case of error and/or when pressing a key,
- the display screen contrast,
- the inserter mode.

- In the main screen press on key | MENU |, and select USER SETUP using keys | ▲ | and | ▼ | or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on | OK |:

```
 ◄ ║   USER SETUP   ║   DISPL...  ║   RATE   ║ ►

 LANGUAGE        AMERICAN    ENGLISH

 BUZZER          OFF    ON ERR    ON KEY

 CONTRAST        -      16      +

 INSERTER        OFF    ON


     HOME      LOGIN                      OK
```

- Select the options required by touching them.
- Validate the whole configuration by pressing | OK |.

1.3 Configuration of the main screen display

☞ *This mode is also accessible in User and Supervisor mode.*

In the main screen, the "INFO" area may display from 3 to 5 items and has a dynamic build up.
From the main screen, touch INFO, the following is displayed:

```
┌──────────────────────────────────────────────────┐
│ ◄ ║ USER...  ║ DISPLAY SETUP ║ REPORT... ║ ►      │
│                                            SUP     │
│ ┌──────┐                                   ┌────┐  │
│ │LINE1 │   1  ASCENDING                    │ ▲  │  │
│ │ POI  │   2  TOTAL ITEMS                  └────┘  │
│ ├──────┤ ┌──┐ 3  POSTAL ITEMS                      │
│ │      │ │«│  4  DEPT  DEPT NAME                    │
│ │LINE2 │ └──┘ 5  DEPT TOTE                          │
│ │ TOI  │ ┌──┐ 6  DEPT ITEMS                         │
│ ├──────┤ │»│  7  BATCH ASCENDING                    │
│ │LINE3 │ └──┘                         ⌄    ┌────┐  │
│ │ BTO  │                                   │ ▼  │  │
│ └──────┘                                   └────┘  │
│ ┌──────┐ ┌──────┐          ┌──────┐ ┌──────┐       │
│ │ HOME │ │LOGOUT│          │ NEXT │ │  OK  │       │
│ └──────┘ └──────┘          └──────┘ └──────┘       │
└──────────────────────────────────────────────────┘
```

- Select the register using keys [▲] and [▼] or by pressing directly the numeric key corresponding to the selection.
- Select the line simply by touching it (for example, to select the line 2, touch [LINE2 / TOI]).

- Then touch [«] .

- If necessary, touch [NEXT] to go to the next lines 4 and 5.

- To suppress an item, select the line concerned and touch [»] .

- To confirm, press on [OK] .

☞ *It is useful to select DESCENDING so the amount of postage in your meter is always displayed on the main menu.*

Further Functions   *83*

Abbreviations table

ASCENDING .... TOT
TOTAL ITEMS .... TOI
POSTAL ITEMS .... POI
DEPT NAME .... DEPT
DEPT TOTE .... DTO
DEPT ITEMS .... DIT
JOB MEMORY NAME .... JOB
BATCH TOTE .... BTO
BATCH ITEMS .... BIT
PASS THRU ITEMS .... PTH
MESSAGE ITEMS .... MES
DATER ITEMS .... DAT
DESCENDING .... DES
CONTROL TOTAL .... CTL

2. JOB MEMORY SAVING

2.1 Storing in user memory "0"

After selections have been made (postage value, advertisement slogan, mail class die, moistening, shift, etc.) it is possible to take a "photograph" of the machine status. To do so, press key `JOBS`, then `STORE`; the following message is displayed: "CONFIRM SETUP OF JOB MEMORY 0". If yes, press `OK`: the whole configuration is automatically stored into memory "0" (this operation overwrites the previous content in memory 0).

This operation may be very useful when a job in progress has to be interrupted (e.g.: a few items of another type need to be processed as a priority, a phone call, etc.). You are certain to restore the machine to the previous status by recalling memory "0".

2.2 Recalling memories

- From the main screen, simply press key `JOBS`; the list of active memories is displayed:

```
  ┌─────────────────────────────────────────┐
  │  JOBS MEMORIES                           │
  │                                          │
  │  0      USER JOB MEMORY        ┌──────┐  │
  │  1      MARKETING              │  ▲   │  │
  │  2      DIRECTION              └──────┘  │
  │  3      DESIGN                           │
  │                                          │
  │                                ┌──────┐  │
  │                                │  ▼   │  │
  │  ┌──────┐┌──────┐  ┌──────┐ ┌──────┐   │
  │  │ HOME ││LOGIN │  │STORE │ │  OK  │    │
  │  └──────┘└──────┘  └──────┘ └──────┘    │
  └─────────────────────────────────────────┘
```

- Select a job using keys `▲` and `▼` or by pressing

Job memory saving   *85*

directly the numeric key (from (0) to (9)) corresponding to the selection.

- To confirm, press on | OK |:
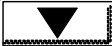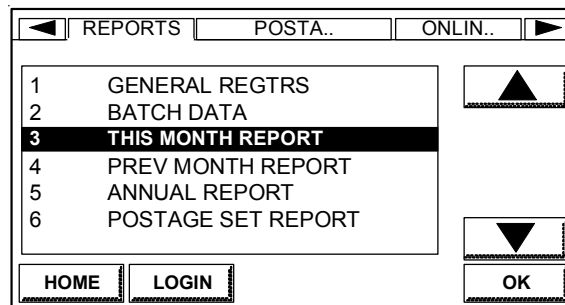
☞ *Memories 1 to 9 are preprogrammed by the supervisor - see paragraph "Programming memories 1 to 9" in the supervisor mode section.*

3. REPORT PRINTING

Various reports (or statements) may be printed on a printer, on labels, or sent to a PC.
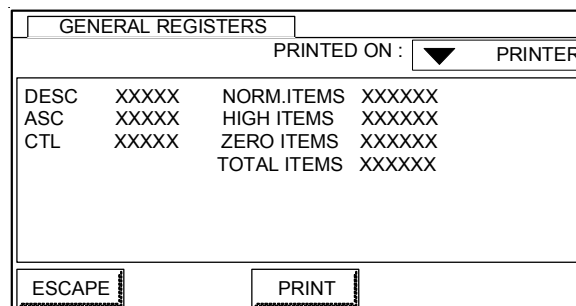
3.1 Operating mode:

- From the main screen press on key | MENU |, and select REPORTS using keys | ▲ | and | ▼ | or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on | OK |; the below menu is displayed:

```
┌─────────────────────────────────────────────┐
│ ◄ ║ REPORTS ║    POSTA..  ║   ONLIN.. ║ ►    │
│                                              │
│  1    GENERAL REGTRS                 ┌────┐  │
│  2    BATCH DATA                     │ ▲  │  │
│  3    THIS MONTH REPORT              └────┘  │
│  4    PREV MONTH REPORT                      │
│  5    ANNUAL REPORT                          │
│  6    POSTAGE SET REPORT             ┌────┐  │
│                                      │ ▼  │  │
│  ┌────────┐ ┌────────┐               └────┘  │
│  │  HOME  │ │ LOGIN  │          ┌────────┐   │
│  └────────┘ └────────┘          │   OK   │   │
└─────────────────────────────────────────────┘
```

- Select a report using keys | ▲ | and | ▼ | or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on | OK |. For example, by selecting "GENERAL REGISTERS", the below screen is displayed:

```
┌─────────────────────────────────────────────┐
│  ║ GENERAL REGISTERS ║                       │
│                    PRINTED ON : │ ▼ │ PRINTER│
│  ┌────────────────────────────────────────┐  │
│  │DESC   XXXXX    NORM.ITEMS  XXXXXX       │  │
│  │ASC    XXXXX    HIGH ITEMS  XXXXXX       │  │
│  │CTL    XXXXX    ZERO ITEMS  XXXXXX       │  │
│  │                TOTAL ITEMS XXXXXX       │  │
│  │                                        │  │
│  │                                        │  │
│  │  ┌────────┐        ┌────────┐          │  │
│  │  │ ESCAPE │        │ PRINT  │          │  │
│  │  └────────┘        └────────┘          │  │
│  └────────────────────────────────────────┘  │
└─────────────────────────────────────────────┘
```

- Press ▼ PRINTER to select the label, roll tape or printer (if a printer is connected to the machine):

✓	LABELS
	RTD
PRINTER	

is displayed. Then, simply press LABELS, ROLL TAPE or PRINTER.

- Press PRINT : the report will be automatically printed out (press NEXT if there is more than one page).

☞ *In the label mode, make sure that there are labels in the label dispenser. In the printer mode, make sure that the printer is switched on and ready for operation.*

3.2 Batch Registers

Select BATCH REGISTERS to view counters for items processed:

BATCH DATA			
	PRINTED ON :	▼	PRINTER
	ITEMS	ASC	
BATCH DATA	XXXXX	XXXXXXXX	
PASS THRU	XXXXX		
MESSAGE	XXXXX		
DATER	XXXXX		
ESCAPE	RESET	PRINT	

The batch register counts non-zero postage printing (number of items and total postage). The other register indicates the number of items processed in the pass through, message, or dater mode. The batch register is referred to in the Registers report (subtotal and subtotal of items).

88 Report Printing

The batch register is useful for counting the total number of pieces and postage printed when doing presort mail.

Each of these registers may be reset (zeroed) separately by pressing the RESET key; the screen below is displayed:

```
┌─────────────────────────────────────────────┐
│  ┌──────────────┐                             │
│  │ BATCH DATA   │                             │
│  └──────────────┘                             │
│                                    ┌────────┐ │
│  1    BATCH DATA        0          │   ▲    │ │
│  2    PASS THRU         XXXXX      └────────┘ │
│  3    MESSAGE           XXXXX                 │
│  4    DATER             XXXXX                 │
│                                    ┌────────┐ │
│                                    │   ▼    │ │
│  ┌──────────┐                      └────────┘ │
│  │ ESCAPE   │                       RESET     │
│  └──────────┘                                 │
└─────────────────────────────────────────────┘
```

Select a batch register using keys ▲ and ▼ ; then, when pushing on RESET , the selected batch register is reset to zero.

4. SUPERVISOR MODE
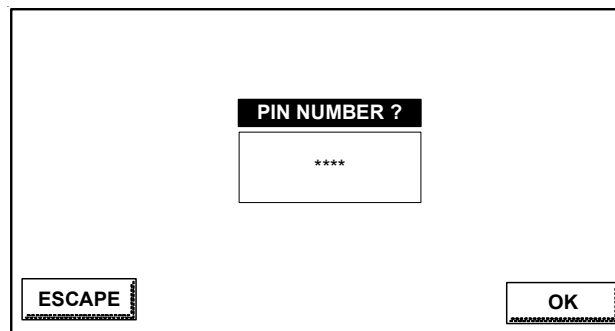
Under this mode, the Supervisor can access all the machine functions, except postage printing. The scrolling procedure from screen to screen is the same as in the user mode, except that the supervisor mode includes a number of extra configuration function keys. By definition, the supervisor has free access to all the departments and as such he is not prompted by the machine to enter any code after the Supervisor PIN has been entered.
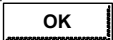
☞ *Mail processing cannot be done in supervisor mode.*

4.1 Enabling the supervisor mode

The supervisor mode may be activated by pressing | LOGIN |. The screen below will appear:

```
┌─────────────────────────────────────┐
│                                     │
│                                     │
│          PIN NUMBER ?               │
│        ┌──────────────┐             │
│        │     ****     │             │
│        └──────────────┘             │
│                                     │
│                                     │
│   ESCAPE                    OK      │
└─────────────────────────────────────┘
```

- Enter the supervisor code (4 digits) and press | OK | or OK key.

From the main screen press on key [MENU]. The main menu in the supervisor mode will appear:

```
┌─────────────────────────────────────────────────┐
│  ┌──────────────┐                          SUP    │
│  │   MENUS      │                                 │
│  ├──────────────┴────────────────────┐  ┌──────┐ │
│  │ 0      USER SETUP                  │  │  ▲   │ │
│  │ 1      SUPERVISOR SETUP            │  └──────┘ │
│  │ 2      DISPLAY SETUP               │           │
│  │ 3      DEPARTMENTS                 │           │
│  │ 4      RATE                        │           │
│  │ 5      PRINTING INKER SERVICING    │  ┌──────┐ │
│  │ 6      REPORTS                  ⌄  │  │  ▼   │ │
│  ├────────┬─────────┬─────────┐       │  └──────┘ │
│  │  HOME  │ LOGOUT  │  CLEAN  │       │  ┌──────┐ │
│  └────────┴─────────┴─────────┘          │  OK  │ │
│                                          └──────┘ │
└─────────────────────────────────────────────────┘
```

then (by pressing [▼])

```
┌─────────────────────────────────────────────────┐
│  ┌──────────────┐                          SUP    │
│  │   MENUS      │                                 │
│  ├──────────────┴────────────────────┐  ┌──────┐ │
│  │ 7      WP SETUP                    │  │  ▲   │ │
│  │ 8      ECONF RECORD LIST           │  └──────┘ │
│  │ 9      INK INFORMATION             │           │
│  │ 10     POSTAL SERVICES             │           │
│  │ 11     ONLINES SERVICES            │           │
│  │                                    │  ┌──────┐ │
│  │                                ⌃  │  │  ▼   │ │
│  ├────────┬─────────┬─────────┐       │  └──────┘ │
│  │  HOME  │ LOGOUT  │  CLEAN  │       │  ┌──────┐ │
│  └────────┴─────────┴─────────┘          │  OK  │ │
│                                          └──────┘ │
└─────────────────────────────────────────────────┘
```
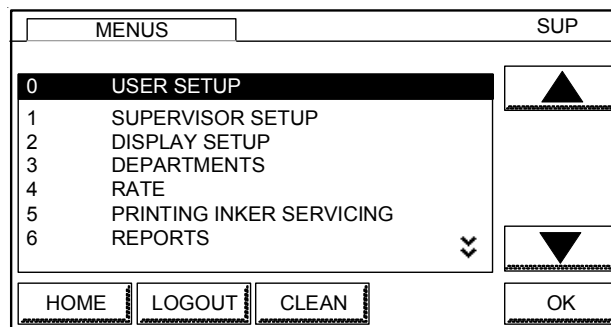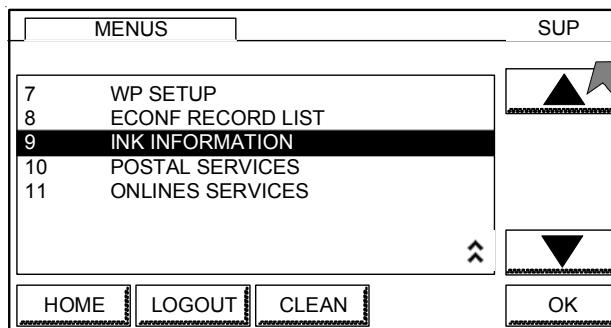
The mini-message "SUP" indication or the menu headings at the top, on the right, indicates that the user is in the supervisor mode.

Supervisor Mode   *91*

GENERALITIES

A number of menus or selection keys can only be accessed in the supervisor mode:

- The [MODIFY] function used to modify for instance names (departments, memory, advertisement, etc.) or status (slogan, or mini die),

- The [DEFLT] function designed to select a default value,

- The (C) key designed to do a backspace in the alphanumeric entry screen.

In the supervisor mode, the complete lists are displayed on the screen (and not only the opened elements in a list).

On the screens, the default values are signalled by a tick "✔". To change a default value, select a new value and press [DEFLT] key. The "✔" tick moves to indicate the new selection.

> *Selecting a value as a* [DEFLT]*, means that it will be active when the mail machine is powered on or returns from sleep mode.*

> *In the "SLOGAN" menu, select "SLOGAN 3", using keys* [▲] *and* [▼] *or numeric key* (3)*:*

```
 ◀    DATE      TEXT      ADVERT DIE    ▶
                                         SUP
 0       NO AD DIE                      ┌───┐
 1       FLAG                           │ ▲ │
 2    ✓  RECYCLE                        └───┘
 3       FIRST CLASS
 4       AIR MAIL
 5       SEASONS GREETINGS
 6       EMPTY                          ┌───┐
                              ⌄⌄        │ ▼ │
 ┌──────┬────────┬────────┬────────┬──────┐
 │ HOME │ LOGOUT │ MODIFY │ DEFLT  │  OK  │
 └──────┴────────┴────────┴────────┴──────┘
```

92   Supervisor Mode

4126904H/A

When pressing key DEFLT *, the following screen is displayed:*

```
┌──────────────────────────────────────────┐
│ ◄ ║  DATE  ║  TEXT  ║  ADVERT DIE  ║ ►    │
│                                        SUP │
│  0    NO AD DIE              ┌──────────┐  │
│  1    FLAG                   │    ▲     │  │
│  2    RECYCLE                └──────────┘  │
│  3  ✔ FIRST CLASS                          │
│  4    AIR MAIL                             │
│  5    SEASONS GREETINGS                    │
│  6    EMPTY              ❯❯  ┌──────────┐  │
│                             │    ▼     │  │
│ ┌──────┐┌────────┐┌────────┐┌────────┐┌───┐│
│ │ HOME ││ LOGOUT ││ MODIFY ││ DEFLT  ││OK ││
│ └──────┘└────────┘└────────┘└────────┘└───┘│
└──────────────────────────────────────────┘
```

To set an advertisement slogan "ACTIVE", select it in the previous screen and press MODIFY *. The following screen is displayed:*

```
┌──────────────────────────────────────────┐
│ ┌─────────────────┐                   SUP │
│ │ ADVERT DIE MODIF │                      │
│                                            │
│  STATUS    ┌────────────┐┌────────┐       │
│            │ NOT ACTIVE ││ ACTIVE │       │
│            └────────────┘└────────┘       │
│  NAME      ┌────────────┐                 │
│            │ MARKETING  │                 │
│            └────────────┘                 │
│  NUMBER        1                          │
│                                            │
│ ┌────────┐          ┌──────┐┌──────┐      │
│ │ ESCAPE │          │ LOAD ││  OK  │      │
│ └────────┘          └──────┘└──────┘      │
└──────────────────────────────────────────┘
```

Select ACTIVE *by simply touching* ACTIVE *. Validate with* OK *.*

Principle for making a mail class die or text message active is the same as for advertisement slogan.

4.2 User setup (in supervisor mode)

When pressing "USER SETUP" the screen below appears:

```
┌──────────────────────────────────────────────────┐
│ ◄ ║  USER SETUP  ║   SUPER   ║   DISPL...  ║  ►   │
│                                                    │
│ LANGUAGE      ✔AMERICAN   ENGLISH                  │
│                                                    │
│ BUZZER        ✔OFF   ON ERR   ON KEY               │
│                                                    │
│ CONTRAST       -     16     +                      │
│                                                    │
│ INSERTER      ✔OFF   ON                            │
│                                                    │
│  HOME    LOGOUT              DEFLT      OK         │
└──────────────────────────────────────────────────┘
```

Select the language, the buzzer function and the contrast simply by touching keys and press ▌ **OK** ▌ to validate all the selections.

4.3 Supervisor setup

When selecting "SUPERVISOR SETUP" (after entering in supervisor mode), the screen below appears:

```
┌──────────────────────────────────────────────────┐
│ ◄ ║  USER ...  ║  SUPERV. SETUP  ║  DISPL...  ║ ► │
│                                            SUP     │
│ 1      SECURITY                          ┌─────┐   │
│ 2      TIME                              │  ▲  │   │
│ 3      TIMEOUT                           └─────┘   │
│ 4      ROLL PAPER DENSITY                          │
│ 5      LOAD RATE                                   │
│ 6      DYNAMIC SCALE TESTS                         │
│ 7      TOUCHSCREEN CALIBR.         ⌄    ┌─────┐   │
│                                         │  ▼  │   │
│   HOME    LOGOUT                          OK      │
└──────────────────────────────────────────────────┘
```

then (by pressing ▌ ▼ ▌)

```
┌──────────────────────────────────────────────────┐
│ ◄ ║  USER ...  ║  SUPERV. SETUP  ║  DISPL...  ║ ► │
│                                            SUP     │
│ 8      SERIAL PORT SETUP                 ┌─────┐   │
│                                          │  ▲  │   │
│                                          └─────┘   │
│                                                    │
│                                                    │
│                                    ⌃    ┌─────┐   │
│                                         │  ▼  │   │
│   HOME    LOGOUT                          OK      │
└──────────────────────────────────────────────────┘
```

94 Supervisor Mode

4.3.1   Security

After selecting "SECURITY" in the main supervisor menu, the below menu will be displayed:

```
┌──────────────────────────────────────────────┐
│ ┌──────────┐                          SUP     │
│ │ SECURITY │                                  │
│ └──────────┘                                  │
│                                               │
│  USER PIN #        ┌───────┐                  │
│                    │ 12345 │                  │
│                    └───────┘                  │
│  MACHINE STATUS    ┌────────┬────────┐        │
│                    │ NORMAL │ LOCKED │        │
│                    └────────┴────────┘        │
│  HIGH VAL ALERT    ┌───────┐                  │
│                    │ 12345 │                  │
│                    └───────┘                  │
│  PC ABSENT         ┌────────┬────────┐        │
│                    │ ACTIVE │ LOCKED │        │
│                    └────────┴────────┘        │
│  ┌────────┐                     ┌────┐        │
│  │ ESCAPE │                     │ OK │        │
│  └────────┘                     └────┘        │
└──────────────────────────────────────────────┘
```

where:

- USER PIN NO : is used to define the user access code (4 digits). *Note: '0000' = free access.*

- MACHINE STATUS : becomes "LOCKED" when the maximum number of pin code attempts is reached.

- PC ABSENT MODE : when active, it will allow the machine to process mailing connected to a PC managing mailing accounts, even if a connection problem happens between the machine and the PC.

Press [OK] to validate all the selections.

DEFINING THE HIGH VALUE ALERT

In the "SECURITY" screen, after selecting the "HIGH VAL ALERT"
menu, the below screen will be displayed:

```
  ┌──────────────────────────────────────────────────┐
  │  ┌──────────────────────────┐                     │
  │  │   HIGH VALUE ALERT        │            SUP     │
  │  └──────────────────────────┘                     │
  │                                                    │
  │         OLD VALUE :      1245                      │
  │         NEW VALUE :    _                           │
  │                                                    │
  │      ┌───┬───┬───┬───┬───┐    ┌─────┐              │
  │      │ 0 │ 1 │ 2 │ 3 │ 4 │    │  ⇦  │              │
  │      ├───┼───┼───┼───┼───┤    │     │              │
  │      │ 5 │ 6 │ 7 │ 8 │ 9 │    └─────┘              │
  │      └───┴───┴───┴───┴───┘                         │
  │                                                    │
  │   ┌──────────┐              ┌──────────┐           │
  │   │  ESCAPE  │              │    OK    │           │
  │   └──────────┘              └──────────┘           │
  └──────────────────────────────────────────────────┘
```

Simply enter the new value, using the numeric keypad (with no
point or comma, e.g.:99000 corresponds to 99.000).

4.3.2   Time

After selecting "TIME" in the main supervisor menu, the screen
below will be displayed:

```
  ┌──────────────────────────────────────────────────┐
  │  ┌──────────────────────────────────┐             │
  │  │  TIME SETUP (HHMM 0000 to 2400)   │      SUP   │
  │  └──────────────────────────────────┘             │
  │                                                    │
  │         OLD VALUE :    1455                        │
  │         NEW VALUE :    _                           │
  │                                                    │
  │      ┌───┬───┬───┬───┬───┐    ┌─────┐              │
  │      │ 0 │ 1 │ 2 │ 3 │ 4 │    │  ⇦  │              │
  │      ├───┼───┼───┼───┼───┤    │     │              │
  │      │ 5 │ 6 │ 7 │ 8 │ 9 │    └─────┘              │
  │      └───┴───┴───┴───┴───┘                         │
  │                                                    │
  │   ┌──────────┐              ┌──────────┐           │
  │   │  ESCAPE  │              │    OK    │           │
  │   └──────────┘              └──────────┘           │
  └──────────────────────────────────────────────────┘
```

To set the time, simply enter the new value, using the numeric keys
(max $\pm$ 3hours). Validate with OK .

96   Supervisor Mode

4.3.3 Timeout

After selecting "TIME OUT" in the main supervisor menu, the below screen is displayed:

```
┌────────────────────────────────────────────────┐
│ ┌──────────────────┐                      SUP   │
│ │  TIMEOUT (SEC)   │                            │
│ │                                               │
│  START (10 - 9999)    ┌─┐  ┌────────┐  ┌─┐      │
│                       │-│  │  0015  │  │+│      │
│                       └─┘  └────────┘  └─┘      │
│  STOP (1 - 9999)      ┌─┐  ┌────────┐  ┌─┐      │
│                       │-│  │  0005  │  │+│      │
│                       └─┘  └────────┘  └─┘      │
│  STANDBY  (1 - 9999)  ┌─┐  ┌────────┐  ┌─┐      │
│                       │-│  │  0060  │  │+│      │
│                       └─┘  └────────┘  └─┘      │
│  SLEEP (30 - 9999)    ┌─┐  ┌────────┐  ┌─┐      │
│                       │-│  │  0240  │  │+│      │
│  ┌──────────┐         └─┘  └────────┘  └─┘      │
│  │  ESCAPE  │                                   │
│  └──────────┘                                   │
└────────────────────────────────────────────────┘
```

The next delays are determined by the supervisor (between 0 and 3600 seconds, with increments of 1 second) and are expressed in seconds:
- START: waiting time for the first document with the transport motor in operation *(this is not settable with an autofeed attached)*.
- STOP: time-out before the machine stops after the last document processing.
- STANDBY: time-out before the printhead returns to the protection position, after the motor stops (advised value: 150s).
- SLEEP: time-out before the machine goes into sleep mode after the printhead returns to the protection position (advised value: 120s).

To modify the "SLEEP" time, enter the desired time (in seconds) using │ - │ and │ + │ keys, or touch │ 0240 │ to access to a numeric screen and enter the desired precise value. Confirm with │ OK │.
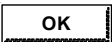
In inserter mode ON, the timeouts are maintained but are not taken into account.

4.3.4 Roll paper density

See section A the chapter "Operation with a roll tape dispenser (RTD)".

4.3.5 Load rate table

- Select the menu "LOAD RATE TABLE" in the main supervisor menu.
- Insert the memory card into the reader, on the right side of the machine;
- Press | OK | to initiate the downloading operation.

```
┌─────────────────────────────────────┐
│ INFO                                 │
│ ┌─────────────────────────────────┐ │
│ │      LOADING IN PROGRESS        │ │
│ └─────────────────────────────────┘ │
│                                      │
│                 ⌛                   │
│                                      │
└─────────────────────────────────────┘
```

then:

```
┌─────────────────────────────────────┐
│ INFO                                 │
│ ┌─────────────────────────────────┐ │
│ │      LOADING SUCCESSFUL         │ │
│ └─────────────────────────────────┘ │
│                                      │
│                                      │
│                            ┌──────┐  │
│                            │  OK  │  │
│                            └──────┘  │
└─────────────────────────────────────┘
```
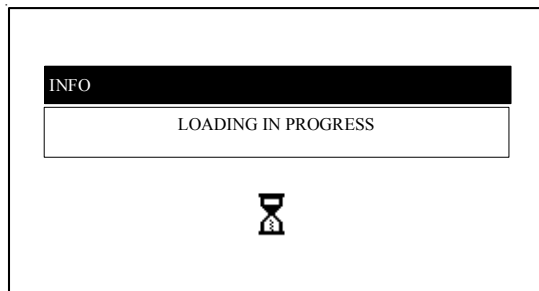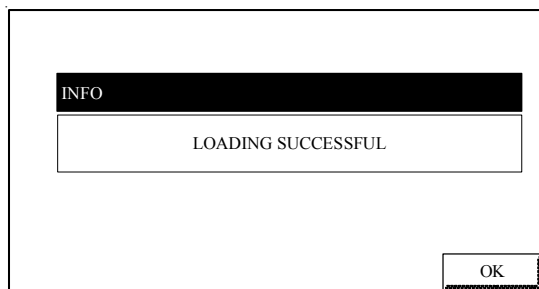
4.3.6 DS tests

This function should only be used at the technical department's request.

4.3.7 Touchscreen calibration

By selecting "TOUCHSCREEN CALIBRATION" in supervisor setup screen, the calibration input box is displayed:

```
INFO
        Touchscreen Calibration
      Aim the targets with a fine pen
        Touch the screen to begin
```
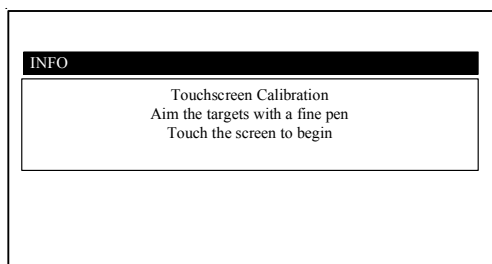
Touch the screen; then four crosses will be displayed (one by one) like this:

```
    +
```

Touch the crosses; then the following is displayed (if not, try again):

```
INFO
        Calibration was Successful
       Touch the screen to continue
```
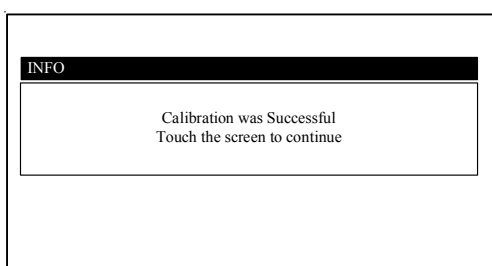
Touch the screen to come back to the main supervisor menu.
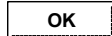
4.3.8 Serial port setup

This menu allows to define which peripheric is connected to a port. When selecting "SERIAL PORT SETUP", the following is displayed:

! ***This function should only be used at the technical departments request.***

```
┌─────────────────────────────────────────────┐
│ ┌ SERIAL PORT SETUP ┐              SUP        │
│                                               │
│  PORT1          ┌ SCANNER ┐                   │
│                 └─────────┘                   │
│  PORT2          ┌ ROLL ┐                      │
│                 └──────┘                       │
│  PORT3          ┌ SCALE ┐                     │
│                 └───────┘                      │
│  PORT4          ┌ PC ┐                         │
│                 └────┘                          │
│  ┌ ESCAPE ┐                    ┌ OK ┐         │
│  └────────┘                    └────┘         │
└─────────────────────────────────────────────┘
```

- When touching a selection (SCANNER FOR EXAMPLE), a list of the possible peripherics is displayed.
- Select a peripheric using keys [▲] and [▼] or numeric key.
- Confirm with [OK].
- Repeat the operations with another port(s).
- Press [OK].

4.4 Display setup

☞ ***This mode is also accessible in User and Supervisor mode.***

See the paragrah "Configuration of the main screen display" in this section.

100 Supervisor Mode

4.5   Departments

After selecting "DEPARTMENT" in the main supervisor menu, the following menu is displayed:

```
┌──────────────────────────────────────────────────┐
│ ◄ ║  DEPARTMENTS      REPOR...    POSTA...  ║ ►    │
│ DEPT MODE ON                              SUP      │
│  1      MARKETING     CLOSED            ┌──────┐   │
│  2      DIRECTION     OPEN              │  ▲   │   │
│  3      DESIGN        OPEN              └──────┘   │
│  4      RESEARCH      OPEN                         │
│  5      D005          OPEN                         │
│  6      D12           CLOSED                       │
│  7      D07           LOCKED      ⋎     ┌──────┐   │
│                                        │  ▼   │   │
│ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐     │
│ │ HOME │ │LOGOUT│ │MODIFY│ │SETUP │ │  OK  │     │
│ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘     │
└──────────────────────────────────────────────────┘
```

After selecting a department using keys ▲ and ▼ (or by pressing directly the numeric key corresponding to the selection), when pressing key MODIFY from the above screen, the following menu is displayed:

```
┌──────────────────────────────────────────────────┐
│  ┌──────────────────────────┐           SUP       │
│  │    DEPARTMENT MODIF       │                     │
│                                                    │
│  STATUS DEPT    ┌──────┐┌──────┐┌──────┐           │
│                 │ OPEN ││CLOSED││LOCKED│           │
│                 └──────┘└──────┘└──────┘           │
│  DEPT NAME      ┌────────────────┐                 │
│                 │ MARKETING901   │                 │
│                 └────────────────┘                 │
│  DEPT NUMBER    ┌──────────┐                       │
│                 │ 123      │                        │
│                 └──────────┘                       │
│  DEPT PIN       ┌──────────┐                       │
│                 │ 1234     │                        │
│                 └──────────┘                       │
│  ┌────────┐              ┌──────┐ ┌──────┐         │
│  │ ESCAPE │              │RESET │ │  OK  │         │
│  └────────┘              └──────┘ └──────┘         │
└──────────────────────────────────────────────────┘
```

Then, simply by touching the concerned area, the supervisor may:
- create a department (OPEN),

- close a department (CLOSED),
- unlock an automatically locked department: lock out occurs if more than 8 attempts have been made to access this department with a wrong pin code. The department name will disappear in user mode from the menu selection when locked out.
- choose a name (12 characters),
- choose a department number (8 digits only when a scale is not interfaced, 4 digits with a scale),
- choose an access pin code (code 0000 = free access),
- reset the current department register (key RESET).

☞ *To clear all the registers, select* SETUP *in the main DEPARTMENT menu:*

```
┌──────────────────────────────────────────────────┐
│  DEPARTMENT SETUP                            SUP   │
│                                                   │
│  DEPARTMENT        ┌────┬─────┐                    │
│                    │ ON │ OFF │                    │
│                    └────┴─────┘                    │
│                                                   │
│                                                   │
│                                                   │
│  ┌────────┐ ┌───────┐            ┌──────┐          │
│  │ ESCAPE │ │ RESET │            │  OK  │          │
│  └────────┘ └───────┘            └──────┘          │
└──────────────────────────────────────────────────┘
```

Then, press key RESET *and press* OK *to confirm.*

DEPARTMENT   : is used to enable the department mode. When this mode is activated, the DEPARTMENT menu is displayed on the main screen.

102 Supervisor Mode

☞ *The machine is supplied with DEPARTMENT* **OFF** *; in order to use the departments, select DEPARTMENT* **ON** *(by touching it). Validate with* OK *. You should then select DEPARTMENT in the main supervisor menu to open and define the departments you want to use (see on previous page).*

The machine is configured by default as follows:
- With 0000 code for all departments opened by the supervisor,
- With names from D1 to D49 corresponding to n° 1 to 49 for IJ80, and from D1 to D199 corresponding to n° 1 to 199 for IJ90 and IJ110.

In the "no department" mode, all the values are assigned to a dummy department (D0 MISCELLANEOUS) which cannot be accessed by the user. This department will be reset with the other ones, when the registers are cleared. This department appears on the printed reports.

4.6 Printing inker servicing

- From the main menu, select "PRINTING INKER SERVICING"; the screen displays:

```
┌─────────────────────────────────────────────┐
│  ┌─────────────────────────┐         SUP     │
│  │ PRINTING INKER SERVICING │                │
│                                               │
│                                               │
│            ┌───┬───┬───┬───┬───┬───┐         │
│   ALIGN.   │ A │ C │ E │ G │ I │ K │         │
│            └───┴───┼───┼───┼───┼───┘         │
│                │ B │ D │ F │ H │ J │         │
│                └───┴───┴───┴───┴───┘         │
│                                               │
│                                               │
│  ┌────────┐ ┌───────┐ ┌───────┐   ┌───────┐ │
│  │ ESCAPE │ │ CLEAN │ │ PRINT │   │  OK   │ │
│  └────────┘ └───────┘ └───────┘   └───────┘ │
└─────────────────────────────────────────────┘
```

- Load short labels (in preference) and select PRINT ; the machine prints a test impression:

Supervisor Mode   *103*
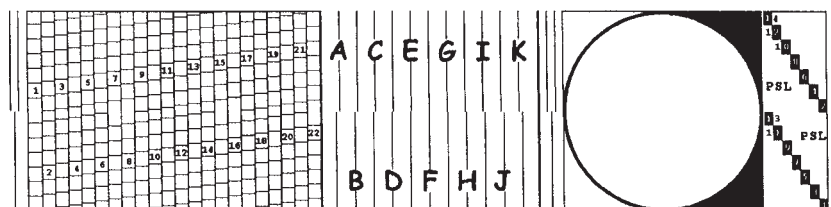
In order to adjust the alignment, select the letter corresponding to the straightest vertical line (letter F in the above example), then press [OK] to confirm.

☞ *Printing inking servicing is required every time a new printhead is installed.*

4.7 Reports

After selecting "REPORTS" in the main supervisor menu, the following menu is displayed:

☞ *Like in user mode, it is possible to select the label, roll tape or printer (a printer using the optional I/O board is connected to the machine); see this chapter.*

104 Supervisor Mode

Select "DEPT SETUP REPORT" and press `OK` *:*

```
                  DEPT SETUP REPORT
    DATE    10-24-00              DIE N XXX YYYYYY

    NO          NAME        STATUS       PIN CODE

     1        Accounting     OPEN          0621
     2        Marketing      OPEN          6969
     3        D03            OPEN          1445
     4        D04            CLOSED        0221
     5        Bookshop       OPEN          0018
     6        D06            CLOSED        0277
     7        Car park       CLOSED        2012
```

4.8   Econf record list

This function allows to display up to the 50 last Econf records.
Select "ECONF RECORD LIST" in the main supervisor screen:

```
┌──────────────────────────────────────────────┐
│ ◄   ECONF...  │ POSTAL SERVICES │ REPORT │ ►  │
│                                          SUP   │
│  1      E-SIGNATURE    DATE DD/MM/YY    ┌────┐ │
│  2      E-SIGNATURE    DATE DD/MM/YY    │ ▲  │ │
│  3      E-DELIVERY     DATE DD/MM/YY    └────┘ │
│  4      E-DELIVERY     DATE DD/MM/YY           │
│  5      E-SIGNATURE    DATE DD/MM/YY           │
│                                         ┌────┐ │
│                                         │ ▼  │ │
│ ┌────────┐┌────────┐            └────┐ │
│ │ ESCAPE ││ LOGOFF │            │ MORE │ │
└──────────────────────────────────────────────┘
```

For more details, see the "Online services" guide.

4.9 Ink information

Select "INK INFORMATION" from the main supervisor menu list:

```
┌──────────────────────────────────────────┐
│ ◄  HEADSET      CARTR..              ►    │
│                                          │
│  COLOR           : FLUO RED              │
│  STATUS          : READY          �â–ˆ     │
│                                          │
│  INSTALLATION DATE :                     │
│  01/01/2003                              │
│                                          │
│  ┌─────────┐                             │
│  │  MENU   │                             │
│  └─────────┘                             │
└──────────────────────────────────────────┘
```
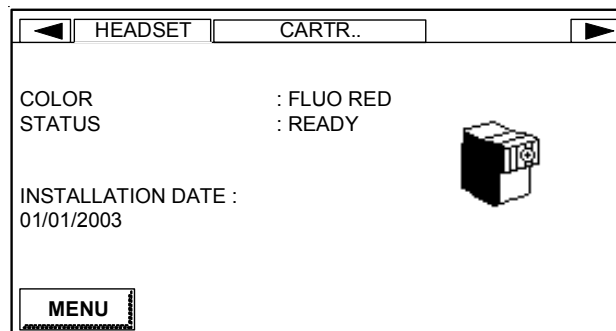
From the above menu, press INK TANK; the following is displayed:

```
┌──────────────────────────────────────────┐
│ ◄  HEADS..      CARTRIDGE           ►    │
│                                    100%  │
│  CONSUMED        : 80%                    │
│  COLOR           : FLUO RED         ▐│   │
│  STATUS          : READY            ▐█   │
│                                     ▐█   │
│  INSTALLATION DATE :                ▐█   │
│  01/01/2003                         ▐█   │
│  ┌─────────┐                             │
│  │  MENU   │                             │
│  └─────────┘                             │
└──────────────────────────────────────────┘
```
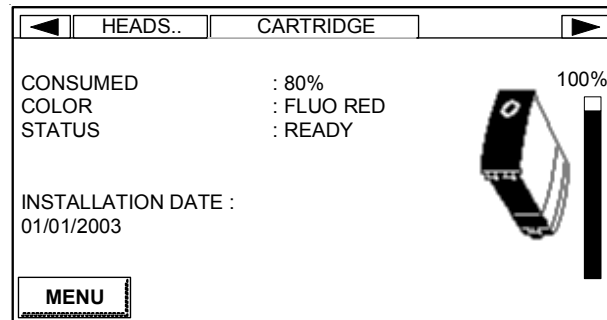
☞ ***See "Ordering Supplies" section for information on re-
placement Ink Tanks or Printheads.***

4.10 Postal services

The telephone number for the modem connection to the Postage-On-Call® (POC) credit re-setting center is stored in the mailing machine. This is used when you want to purchase postage.

Modification of the telephone number is possible by selecting "POSTAL SERVICES" in the supervisor main menu:

```
┌──────────────────────────────────────────────────────┐
│ ◄    ECONF...    POSTAL SERVICES    REPORT   ►         │
│                                              SUP       │
│  1       CREDIT                         ┌──────────┐   │
│  2       AUDIT                          │    ▲     │   │
│  3       UPDATE REGISTERS               └──────────┘   │
│                                                        │
│                                                        │
│                                         ┌──────────┐   │
│                                         │    ▼     │   │
│                                         └──────────┘   │
│   ┌──────┐  ┌────────┐  ┌───────┐       ┌──────────┐   │
│   │ HOME │  │ LOGOUT │  │ SETUP │       │    OK    │   │
│   └──────┘  └────────┘  └───────┘       └──────────┘   │
└──────────────────────────────────────────────────────┘
```
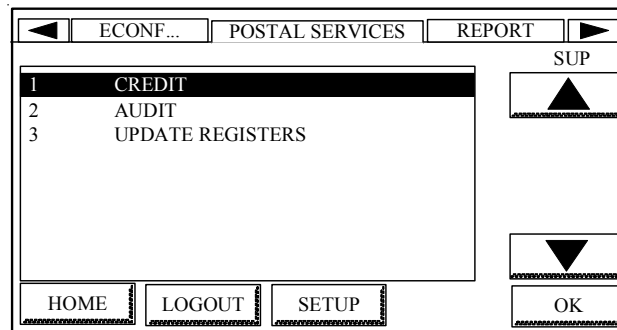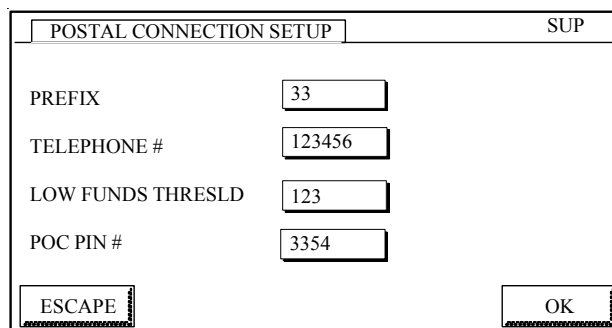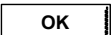
Then select [SETUP]. Such a setting may be necessary in case of modification of your telephone network (for example a new prefix for an external line), or if you are advised that this number has changed, it must be entered as detailed below.

```
┌──────────────────────────────────────────────────────┐
│  ┌─────────────────────────┐            SUP           │
│  │ POSTAL CONNECTION SETUP │                          │
│  └─────────────────────────┘                          │
│                                                        │
│   PREFIX              ┌─────────┐                      │
│                       │  33     │                      │
│                       └─────────┘                      │
│   TELEPHONE #         ┌─────────┐                      │
│                       │ 123456  │                      │
│                       └─────────┘                      │
│   LOW FUNDS THRESLD   ┌─────────┐                      │
│                       │ 123     │                      │
│                       └─────────┘                      │
│   POC PIN #           ┌─────────┐                      │
│                       │ 3354    │                      │
│                       └─────────┘                      │
│   ┌──────────┐                        ┌──────────┐    │
│   │  ESCAPE  │                        │    OK    │    │
│   └──────────┘                        └──────────┘    │
└──────────────────────────────────────────────────────┘
```

To add or to modify a number, touch the concerned area and enter a number using the numeric keys. Confirm with | OK | .

It may be necessary to enter a pause between the outside line digit and the new telephone number: add a " - " character after the prefix.
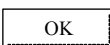
POC PIN NO: is used to define the credit access (4 digits)

"0000" = free access.

LOW FUNDS THRESHOLD

After selecting the "LOW FUNDS THRESHOLD" , the below screen will be displayed:

```
┌──────────────────────────────────────────────────┐
│  LOW FUNDS TRHESHOLD                       SUP     │
│  8 DIGITS MAX                                      │
│            OLD VALUE :       1245                  │
│            NEW VALUE :    _                        │
│                                                    │
│       ┌──┬──┬──┬──┬──┐    ┌──┐                    │
│       │0 │1 │2 │3 │4 │    │⇦ │                    │
│       ├──┼──┼──┼──┼──┤    └──┘                    │
│       │5 │6 │7 │8 │9 │                             │
│       └──┴──┴──┴──┴──┘                             │
│                                                    │
│   ┌─────────┐                      ┌─────────┐     │
│   │ ESCAPE  │                      │   OK    │     │
│   └─────────┘                      └─────────┘     │
└──────────────────────────────────────────────────┘
```

Simply enter the new value, using the numeric keypad (with no point or comma, e.g.:99000 corresponds to 99.000).
When the postage is below the low postage threshold value, a message will be prompted in the main menu.

4.10.1 Audit

USPS regulations require that your meter must be set at least once every three months. The IJ80/90/110 meter has an internal timer that tracks your reset activity. After three months without adding postage, a PO LOCKOUT message is displayed and can be cleared by performing a Clear Lockout transaction.

If you wish to avoid a PO LOCKOUT, you can perform an AUDIT transaction any time prior to the timer expiration.

After selecting `AUDIT` press `OK`.

When the Audit transaction is completed, postage printing is enabled for another 3 months.

4.10.2 Update registers

If you have changed your address, call the Neopost Helpdesk.

After selecting UPDATE REGISTERS press `OK`. A customer service representative will take your information and guide you through the update procedure.

4.11 Online services

See the "Online services" guide.

4.12 Downloading an advertisement slogan or a mini die

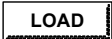☞ *Principle for downloading an advertisement slogan or a mini die is the same.*

- From the main menu, select "SLOGAN"; the following is displayed:

Supervisor Mode   *109*

```
┌─────────────────────────────────────────┐
│ ◄   │  DATE  │  TEXT  │  ADVERT DIE  │ ► │
│                                      SUP  │
│ 0      NO AD DIE              ┌─────────┐ │
│ 1      FLAG                   │    ▲    │ │
│ 2      RECYCLE                └─────────┘ │
│ 3      FIRST CLASS                        │
│ 4      AIR MAIL                           │
│ 5      SEASONS GREETINGS                  │
│ 6      EMPTY              ⟱   ┌─────────┐ │
│                              │    ▼    │ │
│ │ HOME │ LOGOUT │ MODIFY │ DEFLT │  OK  │ │
└─────────────────────────────────────────┘
```

- Select a slogan, using keys [▲] and [▼] or numeric key.

- Press [**MODIFY**]; the following will be displayed on the screen:

```
┌─────────────────────────────────────────┐
│ │ ADVERT DIE MODIF │            SUP       │
│                                           │
│ STATUS      │ NOT ACTIVE │ │ ACTIVE │     │
│                                           │
│ NAME           │ MARKETING │              │
│                                           │
│ NUMBER         1                          │
│                                           │
│                                           │
│ │ ESCAPE │              │ LOAD │ │  OK  │ │
└─────────────────────────────────────────┘
```

- Modify NAME, or insert the memory card into the reader, on the right side of the machine and press [**LOAD**] to initiate the downloading operation.

```
┌─────────────────────────────────────────┐
│                                           │
│                                           │
│   ┌───────────────────────────────────┐  │
│   │ INFO                              │  │
│   ├───────────────────────────────────┤  │
│   │       LOADING IN PROGRESS         │  │
│   └───────────────────────────────────┘  │
│                                           │
│                  ⧗                        │
│                                           │
└─────────────────────────────────────────┘
```

110 Supervisor Mode

then:

```
┌─────────────────────────────────────────┐
│                                         │
│  ███████████████████████████████████    │
│  INFO                                   │
│  ┌───────────────────────────────────┐  │
│  │        LOADING SUCCESSFUL         │  │
│  └───────────────────────────────────┘  │
│                                         │
│                                         │
│                           ┌──────┐      │
│                           │  OK  │      │
│                           └──────┘      │
└─────────────────────────────────────────┘
```
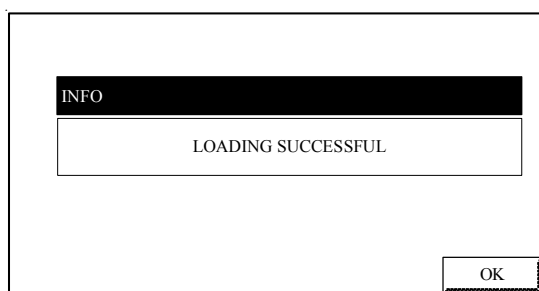
- Press ⬚ **OK** .
- The downloaded slogan is now accessible in SLOGAN menu in user mode.

4.13 Rate configuration

To set a predefined rate configuration as a default parameter, see paragraph 4.1 "Enabling the supervisor mode" in this section.

To modify the name (except for "user rate") or the characteristics of a predefined rate configuration, the procedure is the same as in the user mode, followed by pressing ⬚ **STORE** *. Then the screen displays:*

```
┌─────────────────────────────────────────┐
│                                         │
│        STORE RATE CONFIGURATION ?       │
│                                         │
└─────────────────────────────────────────┘
```

Then, press ⬚ **OK** *.*
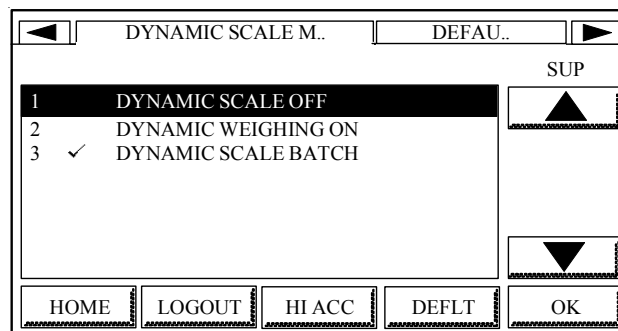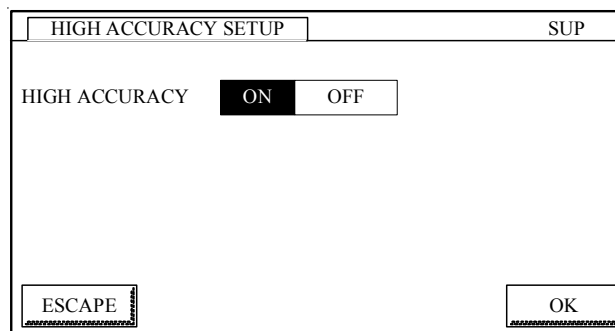
4.14 Dynamic scale high accuracy configuration mode

The "high accuracy" mode (H. A.) is used to improve the weighing accuracy. When this mode is not selected, the speed may be increased.
To enable or disable the "high accuracy" mode:
- From the main screen (in supervisor mode), press on SCALE ; the following screen is displayed:

```
┌──┬──────────────────────┬──────────────┬──┐
│◄ │    DYNAMIC SCALE M..  │    DEFAU..   │► │
├──┴──────────────────────┴──────────────┴──┤
│                                       SUP  │
│ 1      DYNAMIC SCALE OFF            ┌─────┐ │
│ 2      DYNAMIC WEIGHING ON          │  ▲  │ │
│ 3  ✓   DYNAMIC SCALE BATCH          └─────┘ │
│                                            │
│                                    ┌─────┐ │
│                                    │  ▼  │ │
│                                    └─────┘ │
│ ┌──────┬────────┬────────┬────────┬──────┐ │
│ │ HOME │ LOGOUT │ HI ACC │ DEFLT  │  OK  │ │
│ └──────┴────────┴────────┴────────┴──────┘ │
└────────────────────────────────────────────┘
```

- Press on key HI ACC , the below screen appears:

```
┌────────────────────────────────────────────┐
│ ┌──────────────────────┐            SUP     │
│ │ HIGH ACCURACY SETUP  │                    │
│ └──────────────────────┘                    │
│                                             │
│ HIGH ACCURACY     ┌──────┬──────┐           │
│                   │  ON  │ OFF  │           │
│                   └──────┴──────┘           │
│                                             │
│                                             │
│                                             │
│ ┌────────┐                      ┌──────┐    │
│ │ ESCAPE │                      │  OK  │    │
│ └────────┘                      └──────┘    │
└────────────────────────────────────────────┘
```

- Enable (or disable) the function, touching **ON** (or **OFF**), and confirm with **OK** .

112 Supervisor Mode

4.15 Programming memories 1 to 9

Up to 9 configurations may be stored into memories 1 to 9.

- From the main menu, make all the required selections on the machine (amount, department, text, slogan, moistening, etc., verifying that they are active);

- Press | OK | to return to the main menu;

- Press | JOBS | in order to display the memory list:

```
┌─────────────────────────────────────────────────┐
│  ┌──────────────┐                          SUP   │
│  │ JOB MEMORIES │                                │
│  ├──────────────┴──────────────────┐  ┌───────┐ │
│  │ 0      USER JOB MEMORY           │  │   ▲   │ │
│  │ 1      MARKETING                 │  └───────┘ │
│  │ 2      DIRECTION                 │            │
│  │ 3      DESIGN                    │            │
│  │ 4      M4                        │            │
│  │ 5      M5                        │  ┌───────┐ │
│  │ 6      M6                   ⌄    │  │   ▼   │ │
│  └──────────────────────────────────┘  └───────┘ │
│  ┌──────┐┌────────┐┌────────┐┌───────┐┌────────┐ │
│  │ HOME ││ LOGOUT ││ MODIFY ││ STORE ││  OK    │ │
│  └──────┘└────────┘└────────┘└───────┘└────────┘ │
└─────────────────────────────────────────────────┘
```

- Select a memory using arrows | ▲ | and | ▼ | or by entering its number.

- In order to assign a name to the memory, press key | MODIFY | instead of | OK |:
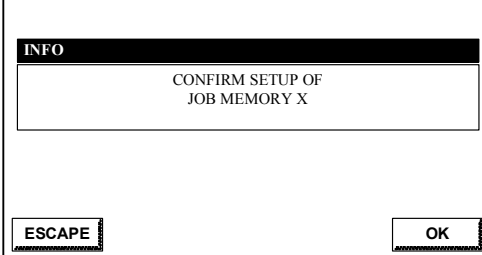
```
┌─────────────────────────────────────────────────┐
│  ┌──────────────┐                          SUP   │
│  │ MEMORY SETUP │                                │
│  ├──────────────┴─────────────────────────────┐  │
│                                                   │
│   NAME          ┌──────────────┐                 │
│                 │ DIRECTION    │                 │
│                 └──────────────┘                 │
│   NUMBER          1                               │
│                                                   │
│  ┌────────┐                        ┌────────┐    │
│  │ ESCAPE │                        │   OK   │    │
│  └────────┘                        └────────┘    │
└─────────────────────────────────────────────────┘
```

To modify the NAME of memory, touch the NAME area to have

Supervisor Mode *113*

access to the alphanumerical entry screen (see next paragraph). Validate by depressing [OK].
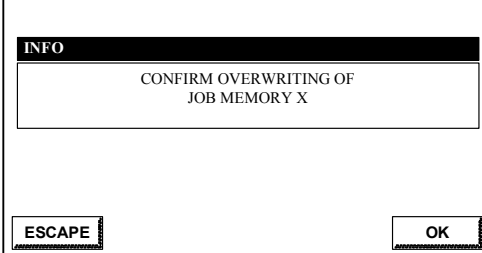
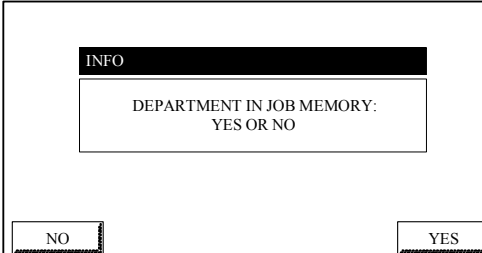- Press [STORE] to validate the memory; the screen displays:

```
INFO
      CONFIRM SETUP OF
       JOB MEMORY X




 ESCAPE                    OK
```

or (if the memory "X" is already used):

```
INFO
    CONFIRM OVERWRITING OF
       JOB MEMORY X




 ESCAPE                    OK
```

- To validate, press [OK] ; the screen displays (if the departments are "ON"):

```
 INFO
    DEPARTMENT IN JOB MEMORY:
         YES OR NO



  NO                        YES
```

- press [YES] to validate the department previously selected.
You will keep a photograph of the machine status before returning to the initial screen.

114 Supervisor Mode

4.16 Text modification

- From a menu where is a text to modify, select the text area:

```
┌─────────────────────────────────────────────────────┐
│ ┌──────────────────────────┐              SUP        │
│ │ ENTER NAME AND PRESS OK   │                        │
│    12 CHARS MAX                                       │
│                      MARKETI_                         │
│                                                       │
│   ┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐           │
│   │Q ││W ││E ││R ││T ││Y ││U ││I ││O ││P │           │
│   └──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘           │
│   ┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐           │
│   │A ││S ││D ││F ││G ││H ││J ││K ││L ││  │           │
│   └──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘│ ←│           │
│   ┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──────┐└──┘           │
│   │Z ││X ││C ││V ││B ││N ││M ││SPACE │               │
│   └──┘└──┘└──┘└──┘└──┘└──┘└──┘└──────┘               │
│  ┌─────────┐              ┌─────┐ ┌─────┐            │
│  │ ESCAPE  │              │ 123 │ │ OK  │            │
│  └─────────┘              └─────┘ └─────┘            │
└─────────────────────────────────────────────────────┘
```

- **123** allows to access to the following screen:

```
┌─────────────────────────────────────────────────────┐
│ ┌──────────────────────────┐              SUP        │
│ │ ENTER NAME AND PRESS OK   │                        │
│    12 CHARS MAX                                       │
│                   MARKETI_10_                         │
│                                                       │
│       ┌──┐┌──┐┌──┐        ┌──┐┌──┐┌──┐┌──┐┌──┐       │
│       │7 ││8 ││9 │        │- ││# ││: ││\ ││ ←│       │
│     0 └──┘└──┘└──┘        └──┘└──┘└──┘└──┘└──┘       │
│       ┌──┐┌──┐┌──┐        ┌──┐┌──┐┌──┐┌──────┐       │
│       │4 ││5 ││6 │        │ ↵││@ ││/ ││SPACE │       │
│     ┌─┐└──┘└──┘└──┘        └──┘└──┘└──┘└──────┘       │
│     │.││1 ││2 ││3 │                                  │
│     └─┘└──┘└──┘└──┘                                  │
│  ┌─────────┐              ┌─────┐ ┌─────┐            │
│  │ ESCAPE  │              │ ABC │ │ OK  │            │
│  └─────────┘              └─────┘ └─────┘            │
└─────────────────────────────────────────────────────┘
```

- **ABC** allows to access to the previous screen.
- To select a character, simply touch the desired character.
- Key Ⓒ is used to backspace (with deletion).
- Validate completed name with **OK** .

☞ *You can use the " ↵ " character to print your text within two lines.*

4.17 Exiting the supervisor mode

To deactivate the supervisor mode, select the [LOGOUT] key from the supervisor menu (return to the main menu) or press key 🔓 which will set the machine to the sleep mode.

SECTION C: MAINTENANCE ADVICE

1. TROUBLE SHOOTING

1.1 Misfeed

1.1.1 In the standard automatic feeder

- Open the feeder cover.
- Unlock the conveyor. Press back on the central blue button then lift the conveyor.
- Remove the misfed envelopes.
- Press the conveyor to put it in place again.
- Shut the cover.

1.1.2 In the mixed-mail feeder

- Pull the handle forward in order to release the feeder cover.
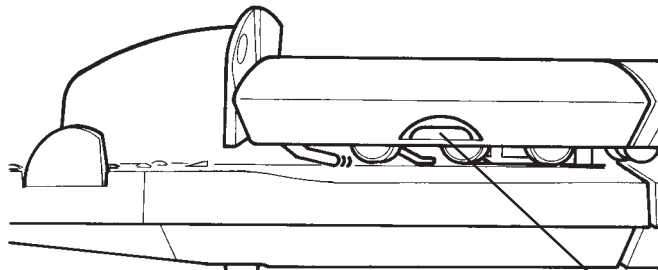
- Remove the misfed envelopes.
- Shut the cover.

handle

1.1.3 In the mailing machine

- With your fingers, lift and pull the handle located on the right side of the machine, in direction (1).
- Remove the misfed envelopes.
- Push the handle into the machine to close.
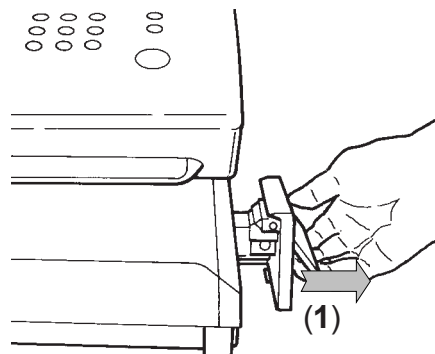
Trouble shooting   *119*

When more free space is required to facilitate the access to the machine, you may shift the whole machine table sideways by lifting the tab under the handle in direction (2).
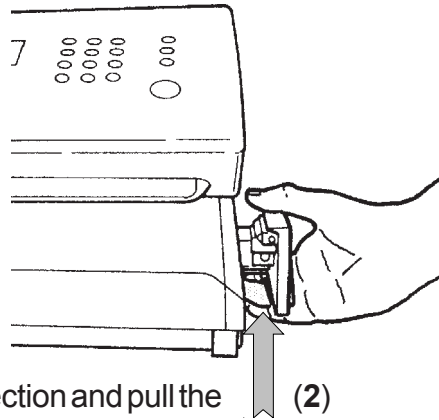
- With handle open, push lever underneath in an upwards direction and pull the drawer open. (**2**)

- Then the drawer is fully open
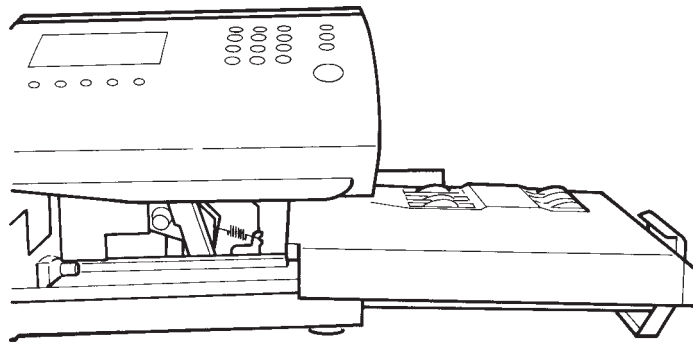
- After the misfeed has been cleared, firmly push the whole assembly into the machine.
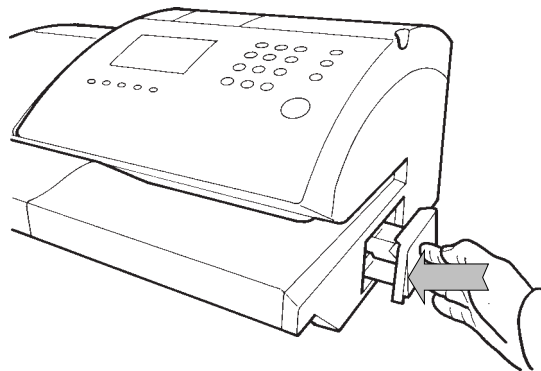
1.1.4   In the dynamic scale

In the event of a jam under the conveyor
- Open the cover of the dynamic scale;
- Press the handle on the left side in order to raise the conveyor;
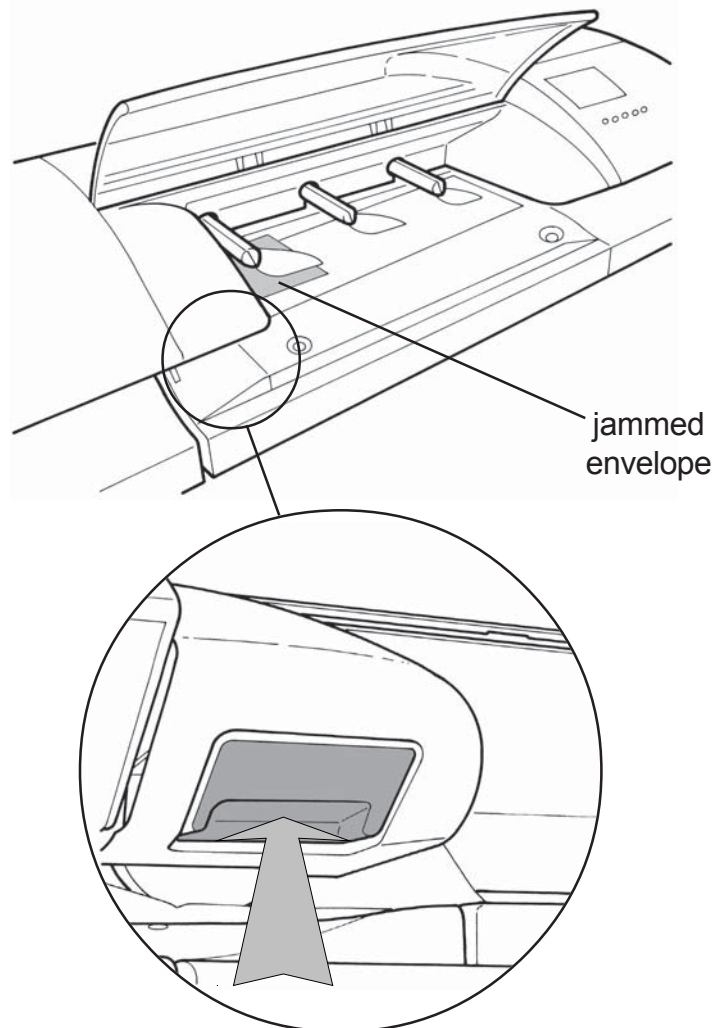
jammed
envelope

- Remove the envelope jammed;
- Release the handle to restore the conveyor to its position;
- Close the cover.

Trouble shooting   *121*

1.2 Problems machine and feeder

PROBLEM	SOLUTION
The machine cannot get started.	Check the power cord and the connection.
The printer does not operate	- Is it switched on? Is it connected? - Is the printer mode selected in the SETUP menu?
The feeder does not operate.	- Make sure that it is properly connected (see page 25).
The machine displays the message "COVER OPEN" at start-up.	- Make sure that the feeder and machine covers are closed. - Is the feeder connected? - If you have no feeder, make sure that the terminator is fitted (see page 25).
The machine does not print and displays no message.	- Make sure in menu IMPRNT/MODE that the machine is not in the PASS THR or the MESSAGE mode (with no message selected). Return to NORMAL mode. - Did you remove the protections from the printhead before inserting it into the machine? - Clean the printhead (menu CLEAN).

122 Trouble shooting

PROBLEM	SOLUTION
Poor printing quality	- See paragraph "Cleaning the printhead". - Make sure that the side drawer is properly closed.
Envelopes are stained	- Make sure that the side drawer is properly closed. - Clean rollers (see "General maintenance" section) and the table.
Poor moistening or no moistening (standard automatic feeder)	- Is the machine in the moistening mode? - Make sure that the bottle is not overfilled or empty. - Slightly shake the bottle to eliminate air bubbles. - Check the brush and the sponges (see "General maintenance" section).
Poor moistening or no moistening (mixed-mail feeder).	Is the moistening mode selected appropriate? - Make sure that the bottle is not overfilled (see section A, "Filling of the water bottle"). - Gently shake the water bottle in order to eliminate air bubbles. - 1: increase the moistening level - 2: if step 1 is not effective, clean the filter (see "General Maintenance" in section C). - 3: if step 2 is not effective, clean the moistening ramp.

PROBLEM	SOLUTION
Envelopes are not fed properly or are double.	- Fan the envelopes (see "Envelope feeding"). - Bevel the edge of envelope stack ("Envelope feeding" page 35). - With the standard feeder, make sure that the feeder A position is selected for thin items. - With the mixed-mail feeder, make sure that the inserter mode is not selected.
Items are not properly ejected.	- Make sure that the side drawer is properly closed. - Clean the rollers.
Labels are not properly fed.	- Avoid leaving the labels too long in the machine. - Avoid placing too many labels in the dispenser (80 max.)
The scale does not communicate with the machine.	Make sure that it is properly connected.
Communication error	Check the insertion of the meter module.

1.3　Problems roll tape dispenser

PROBLEM	SOLUTION
M267 - RTD absent or not ready Switch RTD off on. Check the cable	STEP 1: Power machine off and on (by switching the on/off button). If the fault is cleared then, print a zero value label to confirm. STEP 2: Check if the serial cable is fitted correctly ·
M281 - Unsupported operation Please Set Meter to print Multilabels on the RTD	Wait 5 sec between two labels.
M282 - Operation not allowed on the RTD Please choose ALD	Operation not allowed on the RTD choose ALD for print the IJ test pattern.
R100 - End of RTD roll. Clean printhead, then install new roll.	Step 1: change roll media. Step 2: clean the print head. Step 3: install correctly the paper.
R101 - Missing RTD roll. Clean printhead, then install new roll.	Step 1: install new roll media. Step 2: clean the print head. Step 3: install correctly the paper.
R110 - RTD country code error Call Services	Turn Power machine off and on. If after 2 attempts the fault is still not cleared, then ask for RTD exchange procedure.

Trouble shooting　*125*

PROBLEM	SOLUTION
R120 – RTD busy	Just wait and retry.
R130 – RTD motor error Call Services	Turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.
R140 - RTD top case open Close the top case	Step 1: close the top case Step 2: If not cleared, turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.
R150 – RTD printhead error Call services	Turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.
R151 - RTD Voltage printhead error Call services	Check the power supply. If it is appropriate to the RTD: output 20 V- 2,5 A.

126 Trouble shooting

PROBLEM	SOLUTION
R152 - RTD overheating printhead Call services	Step 1: check if the RTD is close to a heat source or is exposed to direct sunlight. Step 2: if yes, move the RTD. Step 3: wait 15 mn to cool down.
R160 - Communication error Check Cables	Step 1: turn Power machine off and on . If after 2 attempts the fault is not cleared then, Step 2: check if the cable is correctly connected; if not, Step 3: change the cable or ask for RTD exchange procedure.
R170 – Invalid slogan for RTD. Choose another slogan	Step 1: switch OFF/ON the RTD to reload slogan. Step 2: retry to print a "0" value label to confirm. Step 3: if not, choose another slogan.
R180 – Signature error. Call services	Turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.

Trouble shooting   *127*

PROBLEM	SOLUTION
R190 – Wrong meter identification Call services	Turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.
R200 – RTD printhead error Call services	Turn Power machine off and on. If after 2 attempts the fault is not cleared, then ask for RTD exchange procedure.
R210 – RTD unknown command Call services	The RTD software version is older than the mailing machine software version. Ask for RTD exchange procedure.

128 Trouble shooting

1.4 Problem dynamic scale

MESSAGE	SOLUTION
S105 Oversize sensor error. Clear and clean window under dynamic scale unjam handle.	See below

window oversize sensor
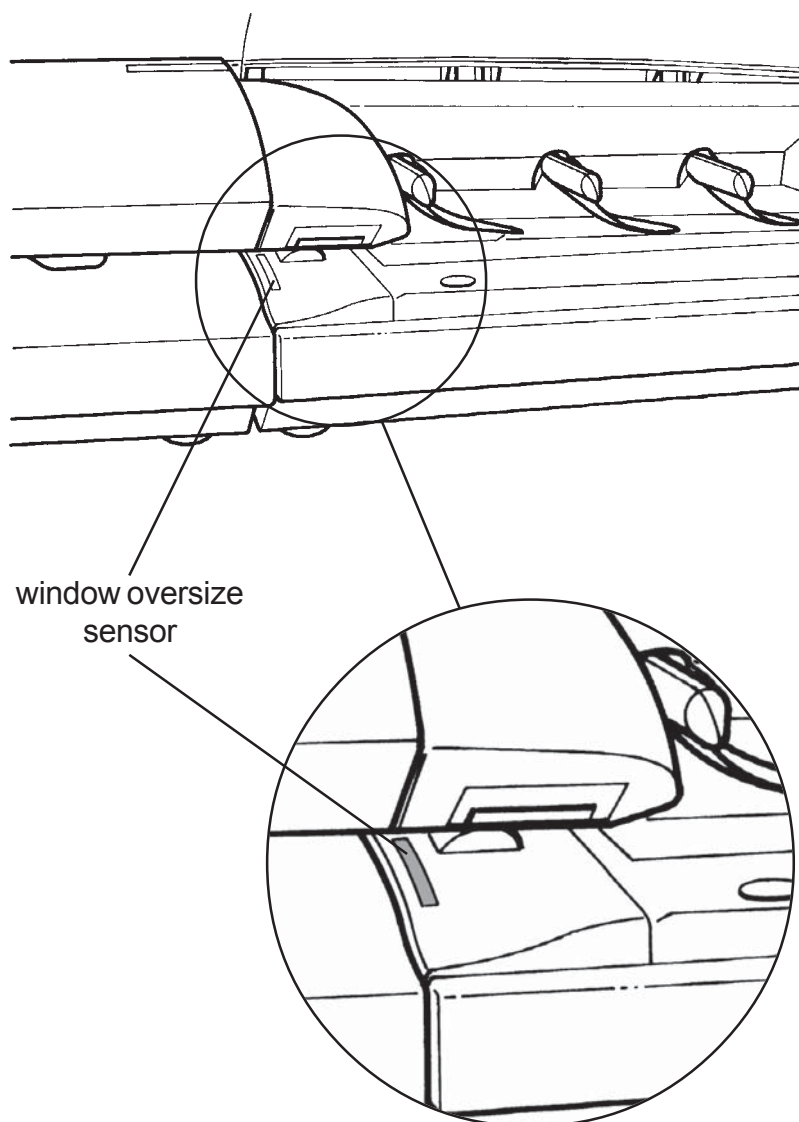
2. GENERAL MAINTENANCE

2.1 Replacement of the brush and moistening sponges

- Switch off the mailing machine.
- Separate the feeder from the mailing machine.
- Unlock the conveyor (central blue button) and lift it.
- To remove the brush, raise it and lightly pull it.
- Install new brush by snapping the clips onto the brush holder.
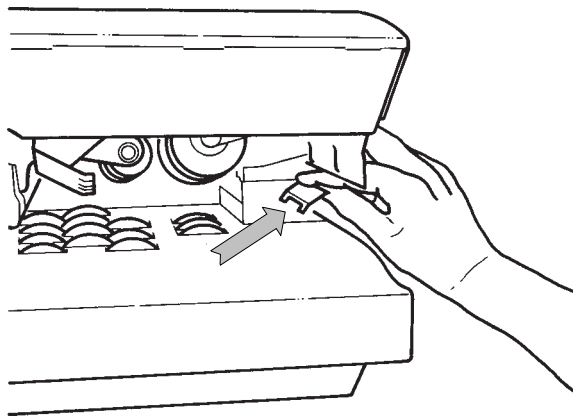
- To remove the sponges, take off the metal sponge retainer.
- Replace sponges (3 required) and reinstall retainer.

130 General Maintenance
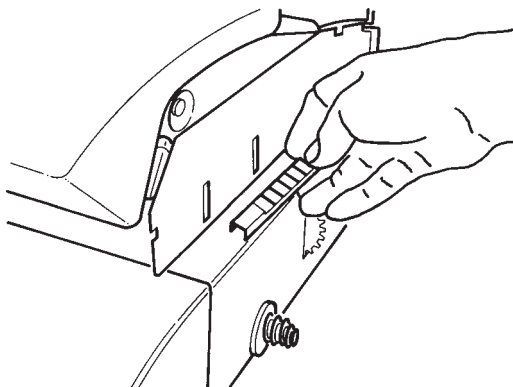
2.2 Mixed-mail feeder

Replacing (or cleaning) the moistening ramp and the filter

- **Switch the machine off.**
- Pull the handle in the forward direction, in order to release the cover.

handle

moistening ramp   filter
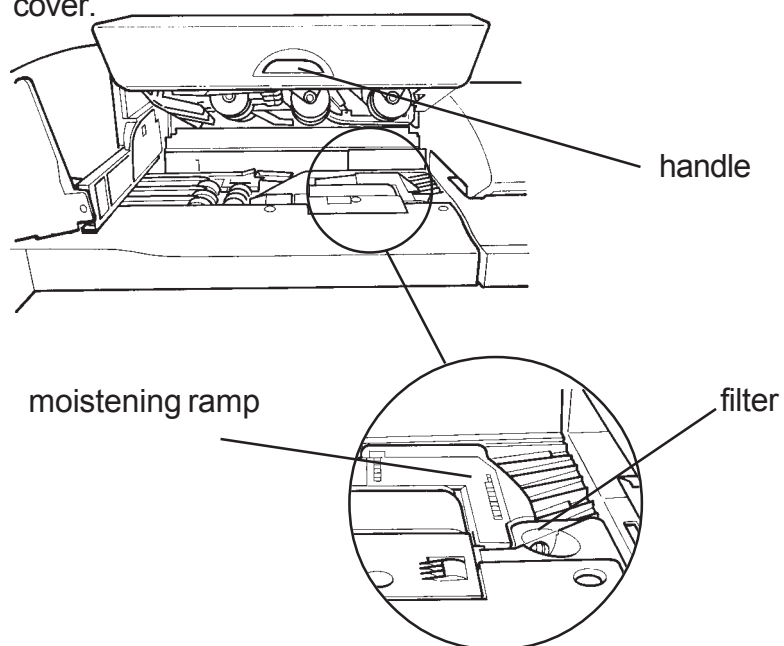
- In order to remove the moistening ramp, straighten it and pull it slightly upwards.

General Maintenance   *131*
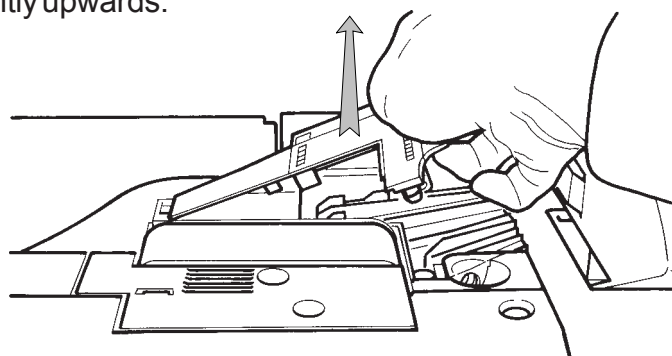
- In order to put the moistening pathway back in its place, insert the left end under the table (1), then lower the moistening ramp (2) and snap it on.
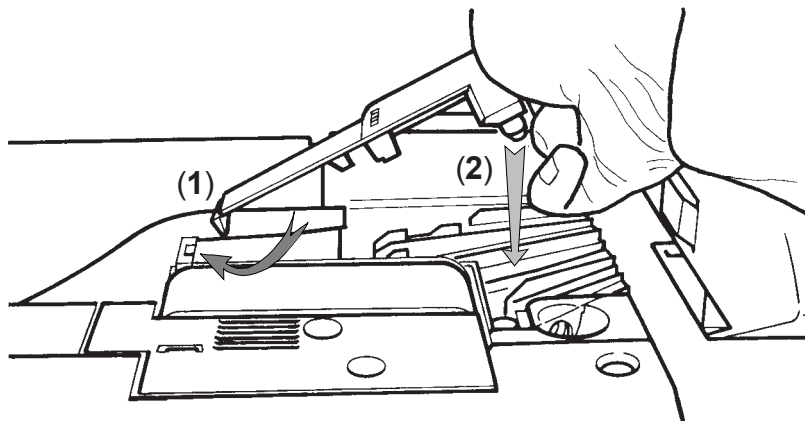
- To remove the filter, carefully pull it upwards:
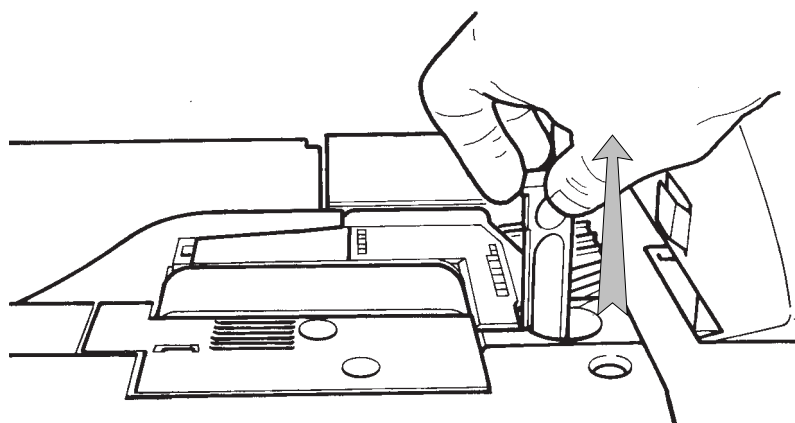
To clean the filter, rinse it with water.

☞ *The filter needs to be cleaned once a week if sealing is used.*

132 General Maintenance

2.3　Cleaning of the rollers

Shift the machine table sideways by releasing handle (see paragraph 1.1.2 "In the mailing machine" in this section).
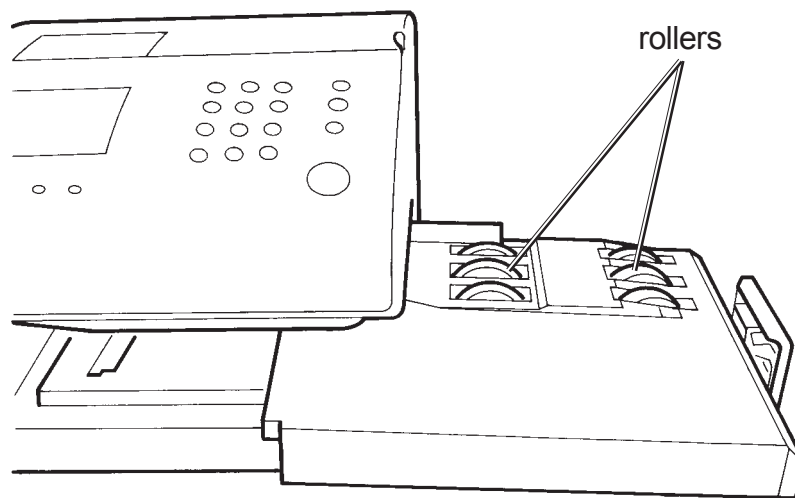
rollers

Clean the rollers with a damp cloth.

2.4   Cleaning the printhead

In case of poor printing quality:

- Press | MENU | key then | CLEAN |, in order to run a cleaning cycle for the printhead, when the printing quality is getting poor or if the machine has remained unused for several days.
- If it is not enough, remove the printhead (see paragraph "Ink tank and printhead" in section A) and **clean the ink printhead.**
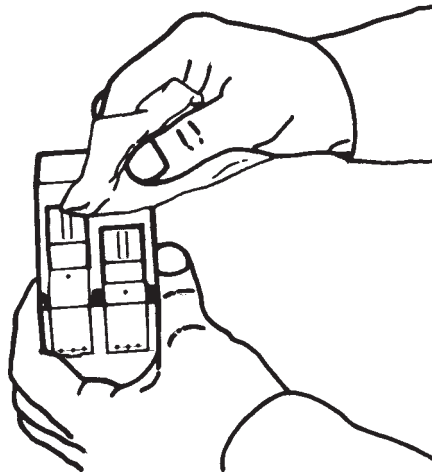
2.5 Replacing the envelope pressure units (dynamic scale)

- Squeeze (**1**) the pressure unit at the position indicated and pull (**2**).
- Insert the new pressure unit and drive it home.

envelope pressure units

Squeeze here the envelope pressure unit to remove it.
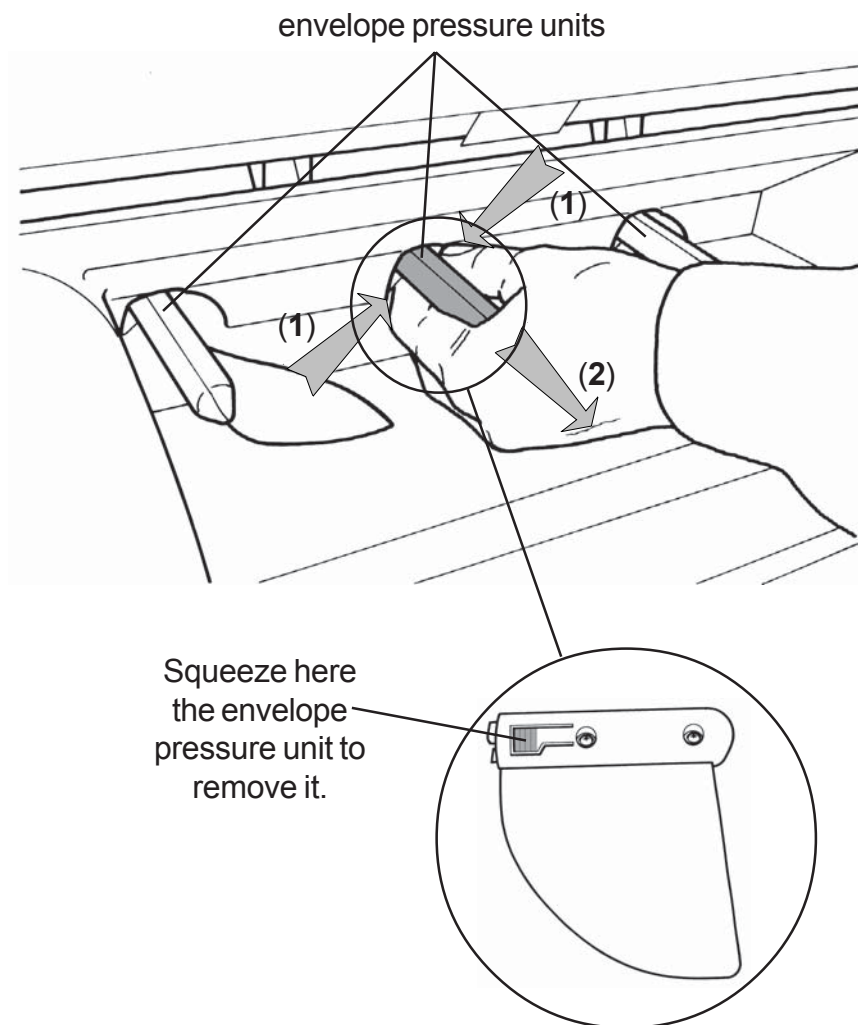
2.6   Removal of the postage meter

- Switch off the mailing machine.
- Open the cover.
- Hold the handle and pull it upwards.

136   General Maintenance
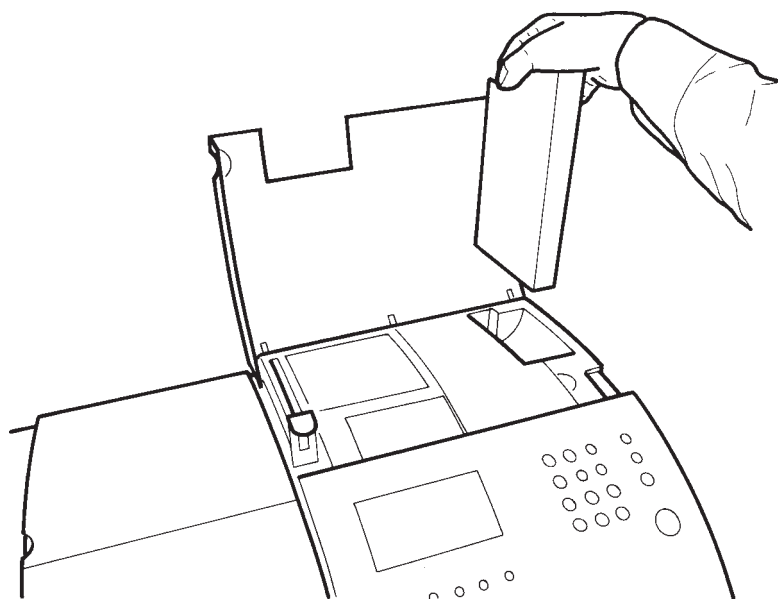
2.7 Touchscreen precautions

- Do not pile up the products nor put any heavy thing on it.
- Do not give any shock or vibration to the product and not drop it.
- Do not apply water, organic solvent or chemicals such as acid and alkali to the product. Do not put the product in such atmosphere.
- Upon carrying the products be sure to hold the glass edge. Do not touch an operating surface may be stained or damaged. Never pull the cable nor give any considerable force to the peripheral circuit or cable may be broken.
- When any dust or stain is observed on a film surface, clean it using a commercial for lenses of glass or something like that.
- Enclosure edge must be between View area & active area and not touch with View area.
- The View area near by the edge of the glass is not rounded and may cause injury.

SECTION D: MAINTAINING YOUR POSTAGE-ON-CALL®ACCOUNT

140

1. ACCOUNT NUMBER

After you sign a rental agreement for your meter, you will be assigned a **POSTAGE-ON-CALL**® (**POC**) depositor account number. An account confirmation statement will be mailed to you indicating your account number. This number should be kept in a safe place, yet be readily available, because it is used for all **POC** account maintenance transactions.

2. ACCOUNT BALANCE

You can use the Neopost Automated Postage-On-Call® system to check your account. Simply call **1-800-867-3738** and use your touchtone phone to enter your account number and select the Account Query menu. You can then hear details regarding your **Account Balance** (includes the current balance, the available balance and any unpaid advances), **Last Deposit** (includes the check number, amount and date of deposit) or **Last Meter Resetting** (includes the date of the last setting transaction). For special account problems, you have the option of speaking to a customer service operator.

3. STATEMENTS

You will receive a monthly statement of all activity in your Postage-On-Call account. It includes deposits, remote meter settings, transaction fees and the ending account balance.

4. POST OFFICE REGULATIONS

United States Postal Service regulations require that your meter must be audited at regular intervals (currently set at 90 days). For your convenience an audit is automatically performed each time you add postage.
If you do not add postage or perform an audit within a 90 day

period, a "PO LOCKOUT" message is displayed on the meter and postage printing is disabled. To clear the lockout, simply select CREDIT and a CLEAR LOCKOUT transaction will be processed via the modem connection. When the transaction is completed, postage printing is enabled for another 3 months.

See paragraph "Clearing a PO Lockout" in section A chapter "Postage-On-Call® Connection", and paragraph "Audit" in section B chapter "Configuration of the POC telephone connection".

5.   NO DEPOSIT POSTAGE-ON-CALL ACCOUNT

No Deposit Postage-On-Call® Accounts do not require deposits to a USPS trust account. Postage and setting fees are electronically transferred direct from your bank account when you reset your meter. If you have a No Deposit Postage-On-Call® Account, *do not send checks for postage to the USPS trust account bank.*

If you are interested in setting up a No Deposit Postage-On-Call® Account, call the Neopost Help Desk for information.

6.   STANDARD   DEPOSIT   POSTAGE-ON-CALL ACCOUNT

Standard Postage-On-Call accounts are prefunded and require that money be in your USPS trust account to add postage to your meter. After using the **Neopost Postage-On-Call**® system to add money to your meter, your account decreases by the amount of the postage added plus any applicable **POC** transaction service charge. Remember to deposit sufficient funds to cover all service charges in addition to your planned setting withdrawals. Upon receipt of the check, your **POC** account will be credited with your deposit (allow 4 to 6 working days for the check to be received and posted). **Note:** Send only your **POC** deposit, **Do Not** include any other payments to Neopost along with your check

for postage.

Checks

Make your check out to **United States Postal Service**, and write your **POC** account number on the check.

Deposit Slips

Always enclose your preprinted deposit slip with your check. This will assure the fastest and most accurate bank processing. You will receive a package of 24 personalized deposit slips in the mail shortly after setting up your POC account. Replacements are re-ordered automatically when you submit your 20th deposit slip with your check.

Where To Mail Your Deposit

There are three regional USPS Trust Account Lock Boxes to facilitate faster receipt of your deposit checks: **PA** - Pennsylvania, **IL** - Illinois and **NV** - Nevada. Refer to the reference table on the next page for the correct lock box for your zip code.

USPS Trust Account Regional Remittance Lock Boxes

PA	IL	NV
Regular Mail	**Regular Mail**	**Regular Mail**
CMRS-POC	CMRS-POC	CMRS-POC
P.O. Box 7247-0255	P.O. Box 0575	P.O. Box 504715
Philadelphia, PA 19170-0255	Carol Stream, IL 60132-0575	The Lakes, NV 88905-4715
Overnight Mail	**Overnight Mail**	**Overnight Mail**
Citibank Delaware Mgmt.	Citibank Services	Citibank Global Cash
Attn: Lockbox #0255	Attn: Lockbox #0575	Attn: Lockbox #4715
1615 Brett Road	8430 W. Bryn Mawr Ave.	8725 West Sahara
New Castle, DE 19720	3rd Floor	The Lakes, NV 89117
	Chicago, IL 60631	

Wire Transfers To:

Citibank   Detail Payment Field: POC Account #
CMRS / Neopost
Account # 4067-8625
Routing # 021000089

ACH Transfers To:

Citibank   Format CCD plus
CMRS / Neopost   Addenda Format:
Account # 4067-8625   REF*IC*xxxxxxx   [xxxxxxx=your POC Acct #]
Routing # 021000089   or
                        NTE*ALL*xxxxxxx   [xxxxxxx=your POC Acct #]

Zip Code to Regional Remittance Lock Box Reference Table (Use first 3 digits of zip code)

Zip Code	Mail To	Zip Code	Mail To	Zip Code	Mail To	Zip Code	Mail To
004	PA	117-139	PA	267	PA	889-898	NV
0010-011	IL	140-147	IL	268-279	IL	900-906	IL
012	PA	148-149	PA	280-282	PA	907-916	NV
013-022	IL	150-154	IL	283-286	IL	917-918	IL
023-026	PA	155	PA	287-289	PA	919-922	NV
027-035	IL	156	IL	290-296	IL	923-931	IL
036-037	PA	157-159	PA	297	PA	932-939	NV
038-049	IL	160-165	IL	298-316	IL	940-941	IL
050-066	PA	166	PA	317-319	PA	942	NV
067	IL	167	IL	320-816	IL	943-944	IL
068-089	PA	168-199	PA	820-831	NV	945-948	NV
100-104	IL	200-208	IL	832-847	IL	949	IL
105-109	PA	209-219	PA	850-855	NV	950-953	NV
110-114	IL	220-253	IL	856-857	IL	954-955	IL
115	PA	254	PA	859-884	NV	956-969	NV
116	IL	255-266	IL	885	IL	970-999	IL

SPECIFICATIONS

• **Speed:**
- IJ80 in weighing mode* .... : up to 100 envelopes/minute
- IJ80 not in weighing mode* .... : up to 185 envelopes/minute
- IJ90 in weighing mode* .... : up to 120 envelopes/minute
- IJ90 not in weighing mode* .... : up to 220 envelopes/minute
- IJ110 in weighing mode* .... : up to 120 envelopes/minute
- IJ110 not in weighing mode* .. : up to 250 envelopes/minute
* with dynamic scale

• **50 departments for IJ80**
  200 departments for IJ90 and IJ110

• **10 job memories**

• **Dimensions and weight**
- Mailing machine width .... :   13 "
- Standard feeder width .... :   10.6 "
- Mixed-mail feeder width .... :   28.2 "
- Dynamic scale width .... :   21.5 "
- Feed platform width .... :   9 "
- Depth .... :   18 "
- Height (with standard feeder) .... :   10 "
- Height (with mixed-mail feeder) .... :   12.6 "
- Mailing machine weight .... :   35 lbs.
- Feeder weight .... :   26 lbs.
- Mailing machine weight .... :   34 lbs.
- Standard feeder weight .... :   26 lbs.
- Mixed mail feeder weight .... :   57 lbs.
- Dynamic scale weight .... : 48.5 lbs.
- Feed platform weight .... :   3 lbs.

• Envelopes dimensions and weights

	Standard feeder	High perf. feeder
Min. length	5.5 "	5 "
Max. length	13 "	15 "
Min. width	3.5 "	3.5 "
Max. width	10.5 "	12 "
Moistening max thickness	0.3 "	0.4 "
Flap min. height	1.5 "	1 "
Flap max. height	3 "	4 "

- Max. thickness (without dynamic scale) : 5/8 "
- Max. thickness (with dynamic scale) : 1/2 "
- Min. weight (dynamic scale) : 0.1 oz
- Max. weight (dynamic scale) : 35 oz

☞ *Some envelopes should be placed with their flap open, in order to ensure proper sealing.*

• Resolution in dynamic weighing mode: 0.1 oz

• Label dimensions (pre-cut and self-adhesive)
- Max. width .... : 1.6 "
- Min. length .... : 6 "
- Max. length .... : 8.3 "

• Rolls for roll tape
- Width .... : 1.45 "
- Length .... : 150 yd
- Capacity .... : 600 imprints (+ 10 %) with indicium only

146 Specifications

• Power requirements

- Power supply .... : 120 V ($\pm$ 10% -5%) 3 wire grounded circuit (up to standards NFC15-100)
- Frequency .... : 60 Hz
- Max. current rating (full configuration): 2 A

• Operating conditions

- Ambient temperature .... : 41 to 104 °F
- Relative humidity .... : 15 to 80 % with no condensation

• Storage of labels:

It is recommended at room temperature (77°F) and 50% relative humidity. Mind the "best before" date.

• Noise: 73 dBA

ORDERING SUPPLIES

Item	Part Number
Labels (single, pack of 300)	7465233-01
Use when printing meter stamps with or without messages	
Labels (double, pack of 300)	7465593
Use only when printing meter stamps without messages	
IJ80 Ink Cartridge	4102910P
IJ90/110 Printhead	4127025J
IJ90 175 ml Ink tank	4127175Q
IJ110 350 ml Ink tank	4127176R
MMF Water Bottle	4124817J
MMF Moistener Kit	4126848Z
(filter and moistening ramp)	
Moistener Brush	EMFA570/0174
Moistener Sponges (3 each required)	EMFD530/1119
Sure Seal Solution	7457464
Customer Equipment Care Kit	7457283
IJ80/90/110 User's Guide	4126904H
Modem Telephone Cable	4102525N
AC Power Cord	CRAC12379
Rolls (box of 5 rolls)	4122446P
Cleaning pen (RTD)	4122419L
Platen roller kit (RTD)	4122658k

For Custom Advertisement Memory Cards: Call Consumable Supplies Order Desk for assistance.

Call the Consumable Supplies Order Desk at 1-800-735-5343 or order online at *www.neopostinc.com*

CONTACTING NEOPOST

Neopost Inc.
30955 Huntwood Avenue
Hayward, CA 94544-7084

Customer Service Helpdesk

1-800-259-2678

Call for technical support or to place a service call

Consumable Supplies Order Desk

1-800-735-5343

    or

Order online at *www.neopostinc.com*

Postage-On-Call® Automated Account Information

1-800-867-3738

Call to check Account Balance, Last Deposit or Last Meter Resetting information via touch-tone telephone

Postage-On-Call® Modem Telephone Number

1-866-296-1331

Modem telephone number set up in meter

INDEX

I

Imprint 64
Ink information 106
Ink tank 14
Ink tank replacement 28
Inker
  Replacement 28
Inserter 46
Installation 18
  dynamic scale 23
  feed platform 18
  mixed-mail feeder 20
  standard automatic feeder 19

K

Keyboard 13, 16

L

Label
  Feeding 41
  Processing 63
  Using the RTD 74
Label feeding 41
Load rate table 98
Low postage threshold 108

M

Mail processing 62
Memories
  Programming 86, 113
  Recalling 85
  User memory 85
  Storing in user memory "0" 85
Memory card reader 13
Misfeed 119
Mode 81
Moistening 43

O

ON/OFF switch 13
Online services 70
Ordering supplies 148

P

Pass through (Seal only) 81
Pass through mode 81
PIN code 48
PO LOCKOUT 109
Postage meter 14
Postage meter removal 136
Postage value 59
Postage-On-Call
  Connection 68, 142
  Maintaining your account 139
Postal services 107
Precut label dispenser 13
Printer
  Connection 25
Printhead 14
Printhead replacement 29
Printing inker servicing 103

R

Rate configuration 60, 111
Registers
  clearing 102
Reports
  Printing 87
  supervisor mode 104
Roll paper density 98
Roll tape dispenser 63, 71

S

Scale
  Operation 57
Screen
  Tactile graphic screen 13

USER'S GUIDE

IJ80/90/110

MAILING MACHINE

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Issue 20/10/2004 - 4126904H/A

4126904H/A
20/10/2004

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